

KEEPING A REGISTER OF FAMILY DAY CARE EDUCATORS AND ASSISTANTS

POLICY ADOPTED: 7 April 2021

Policy Objective:

To ensure accurate and complete information is held on all active Educators as required under the Education and Care National Regulations, 2011.

Policy Statement:

Bland /Temora Family Day Care Service will ensure that information on Educators and household residents is correct and up to date at all times. Educators are required to cooperate with all reasonable requests designed to keep this information accurate.

Statutory Legislation and Considerations:

Education and Care Services National Law Act 2010
Education and Care Services National Regulation 2011 Regulation 168
Child Care Provider Handbook

Definitions:

This policy applies to educators registered with the Bland/Temora Family Day service

Recommended Practices:

The register will include the following information in relation to each Family Day Care Educator engaged by or registered with the service:

- The full name, address and date of birth of the Educator.
- The contact details of the Educator.
- The address of the residence or approved Family Day Care venue where the Educator will be providing education and care to children as part of the service, including a statement as to whether it is a residence or a venue.
- The date that the Educator was engaged by, or registered with, the service.
- When applicable, the date that the Educator ceased to be engaged by or registered with the service, for the period of three years following that date.
- The days and hours when the Educator will usually be providing education and care to children as part of the service.
- If the Educator is an approved provider, the number of the provider approval and the date the approval was granted.
- Evidence of any relevant qualifications held by the Educator, or if applicable that the Educator is actively working towards that qualification as provided under regulation 10.
- Evidence that the Educator has completed; current approved first aid training, current approved anaphylaxis management training and current approved emergency asthma management training.
- Evidence of any other training completed by the Educator.
- A record of the Educator's Working With Children Check number, expiry date and verification of the check including the date, conducted by the Coordination Unit.

- For each child educated and cared for by the Educator as part of the Family Day Care service; the child's name and date of birth and the days and hours that the Educator usually provides education and care to that child.
- If the education and care is provided in a residence; the full names and dates of birth of all persons aged 18 years and over who normally reside at the Family Day Care residence, and the full names and dates of birth of all children aged under 18 years who normally reside at the Family Day Care residence.
- A record of all persons' aged 18 years and over who normally reside at the Family Day Care residence Working With Children Check number, expiry date and verification of the check including the date, conducted by the Coordination Unit.

References:

Australian Children's Education and Care Quality Authority (2020) Guide to the National Quality Framework.

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Appendices:

Nil

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director of Corporate and Community Services		
EDRMS Doc. ID	370807		
Superceded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
August 2014	0	9.12	
6 November 2018	1		November 2020
7 April 2021	3		April 2023
Related Council Policy / Procedure			
Governance and Management			
Engagement and Registration of Family Care Educators			
Visitors to the FDC Residences			
Fit and Proper assessment of Family Day Care Educators, Assistants and Adults Residing at Family Day Care Residences			
Confidentiality			