



POLICY STATEMENT Children Services Unit

MONITORING, SUPPORT AND SUPERVISION OF FDC EDUCATORS

POLICY ADOPTED: 7 April 2021

Policy Objective:

To ensure all Educators are supported through mentoring, guidance and ongoing support. Home visits are an opportunity to share information, concerns and joyful moments with the children and Educator. Any Non Compliance issues will be discussed as well.

Policy Statement:

The Bland/Temora Family Day Care scheme will routinely conduct home visits and educator contacts. Home visits and educator contacts allow for ongoing support and assessment of education and care placements, child and Educator safety, child development and Educator skills.

Statutory Legislation and Considerations

Children (Education and Care Services National Law Application) Act 2010.
Education and Care Services National Regulations 2011: 168

Definitions:

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

Responsibilities:

The Coordination Unit will:

- Conduct visits in the individual educator's home to ensure that care is monitored in the environment in which it takes place.
- Conduct at least one home visit each month. The home visit can be scheduled or unscheduled.
- Conduct visits at different times of the day and week to enable the staff member to observe all children in care.
- Ensure each child in care is sighted at least ONCE per term.
- Complete home visits only when an Educator is working.
- Complete the Monitoring Visit Report which will be signed by both the Staff Member and the Educator. The Educators will receive a copy of the visit for her/his records.
- Discuss all relevant issues with the educator at the time of the visit.
- Cover the following areas during visits:
 - a) Monitoring of the quality of care - This quality will be determined by the state of hygiene, nutritional quality of meals, standard of adult/child interactions, appropriateness of behaviour management techniques, and the availability of stimulating experiences provided for children.
 - b) Supporting the educator in all areas - The staff member may choose to discuss issues surrounding children's needs and experiences, parental issues, community perceptions, professional development and administrative requirements.

- c) Observing the children in care - Staff members must have the opportunity to observe and interact with the children in care. They may identify and discuss children's developmental needs, activities to extend learning and behaviour management issues.
- d) Maintaining records - Staff members will complete Home Visit records of each visit to ensure records are current. These records will cover the issues discussed and observed during the visit and be signed by both the staff member and the educator.
- e) Issues arising in the scheme - Staff members may discuss such issues as policy changes, insurance, training, meetings and placements.
 - Contact the educator through telephone calls, Playgroup or by the educator visiting the office, when it is not possible for a visit to occur.
 - Provide Educator's feedback and encourage critical reflection so as to assist Educators to identify ways to improve their service.

Educators will:

- Allow **all** Coordination Unit staff to visit in their home or other venues while providing care;
- Allow entry of an Authorised Officer conducting a visit under the Education and Care Services National Regulations 2011 whilst education and care is being provided.
- Be professional and respectful of the roles of all Coordination Unit staff.
- Sign and provide feedback on the Monitoring Visit Report once completed by Coordination Unit staff.
- Work with the Coordination Unit to evaluate and reflect on their own professional development and support plans to support performance improvement.

After Hours Support

After hours support is available for Educators through the Nominated Supervisor and/or Family Day Care Support Officer as per the contact details in the Emergency Contact Details List provided by the Coordination Unit. After hours support is available for issues that cannot wait until the following business day.

During Office Hours Support:

Educators can contact the Coordination Unit landline, or the Service mobile number. They may also contact The Bland Shire Council line in the event of an emergency.

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
 Early Years Learning Framework – Belonging Being Becoming (2009)
 My Time Our Place – Framework for School Aged Care in Australia (2019)

Appendices:

Nil

Authorisation:

Status	Committee	N/A
	Manex	N/A
Owner	Director of Corporate and Community Services	
EDRMS Doc. ID		
Superceded Policy	Visits to educator's homes - FDC	

Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
6 November 2018	0		November 2020
7 April 2021	1		April 2023
Related Council Policy / Procedure			
Child Protection			
Behaviour Guidance			
Interactions with Children			