



## **POLICY STATEMENT Children Services Unit**

# **PROVISION OF INFORMATION, ASSISTANCE AND TRAINING TO FAMILY DAY CARE EDUCATORS**

**POLICY ADOPTED:** 7 April 2021

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### **Policy Objective:**

To ensure that all Educators in the service are appropriately informed, fully supported and provided with opportunities for training and development to provide Educators with a sense of confidence and professionalism in their work and provide opportunities for networking with other professionals.

### **Policy Statement:**

Educators and service staff need to have current knowledge of early education and care practices and procedures as well as child development theory and knowledge to ensure they are meeting the Regulations and National Standards

### **Statutory Legislation and Considerations:**

Children (Education and Care Services National Law Application) Act 2010  
Education and Care Services National Regulations 2011: 168, 169

### **Definitions:**

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

Educational Leader: the Educational Leader leads the development and implementation of educational programs in the service. The Educational Leader has agreed, in writing, to this position at the service.

### **Responsibilities:**

The Coordination Unit will ensure that:

- The service designates a suitably qualified and experienced Educational Leader, to lead the development and implementation of educational programs in the service.
- Effective leadership is provided to enable the establishment and maintenance of a professional workplace with open communication, respectful debate and further professional learning.
- Positive organisation culture is promoted and a professional learning community is built.
- The induction of Educators, Educator Assistants, coordinators and staff members is comprehensive.
- Educators are supported to actively working towards a minimum of Certificate III in Early Education and Care (Children Services, if not already attained).
- Educators are encouraged to pursue further education to develop their skills in the education of children.
- Every effort is made to promote continuity of educators and staff at the service.

- The performance of educators and staff members is evaluated and individual development plans are in place to support performance improvement.
- A range of training opportunities that meet the needs of the Educators in providing high quality care is offered;
- A record of Educator training is maintained.
- The service's statement of philosophy will guide all aspects of the service's operations.
- The service provides regular information on local training opportunities, and will encourage and provide its own targeted information programs.
- Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly. Provision and training in the implementation of the policies and procedures is provided to educators.
- Electronic communication is used to ensure educators feel connected to the scheme and their peers.

Educators will:

- Participate in the orientation training program and attend regular service meetings and training sessions as required to keep skills and knowledge up to date
- Demonstrate a commitment to continuous improvement.
- acknowledge themselves as an Early Childhood Educator committed to providing a high quality Education and Care service.
- access written materials, gain information from the Family Day Care Support Officer and other relevant organisations;
- be encouraged to join professional early childhood organisations to attain further information.

#### 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:

<b>Status</b>	<b>Committee</b>	N/A	
	<b>Manex</b>	N/A	
<b>Owner</b>	<b>Director of Corporate and Community Services</b>		
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<b>Superseded Policy</b>			
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August 2014	0	9.12	
6 November 2018	1		November 2020
7 April 2021	3		April 2023
<b>Related Council Policy / Procedure</b>			

Engagement and Registration of FDC Educators
Monitoring, Support and Supervision of FDC Educators