

**CHILD SWAPPING (Family Day Care)**

**AUTHORISATION**

|   |  |
|---|--|
| <b>POLICY TYPE:</b>                                 | Operational  |
| <b>POLICY LOCATION:</b>                             | Corporate  |
| <b>RESPONSIBLE OFFICER:</b>                         | Children Services Coordinator  |
| <b>AUTHORISED BY:</b>                               | Director, Corporate and Community Services   |
| <b>DATE ADOPTED:</b>                                | 4 July 2023  |
| <b>ADOPTED BY:</b>                                  | Manex  |
| <b>MINUTE NO:</b>                                   |  |
| <b>REVIEW DUE DATE:</b>                             | June 2027  |
| <b>REVISION NUMBER:</b>                             | 2  |
| <b>RELATIONSHIP TO THE COMMUNITY STRATEGIC PLAN</b> | This policy supports Council's Delivery Program Strategy 4.2: Provide quality, accredited and affordable Education and Care Services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile Resource Unit and Toy Library services). |

**DOCUMENT HISTORY**

| <b>VERSION NO.</b> | <b>DATE</b> | <b>DESCRIPTION OF AMENDMENTS</b><br><i>Include names of former policies that this policy will replace if applicable</i> | <b>AMENDED BY</b><br><i>(Where required)</i> |
|--------------------|-------------|---|--|
| 0                  | March 2019  | Update to new format and review   | CSU Coordinator                              |
| 1                  | June 2021   |   | CSU Coordinator                              |
| 2                  | June 2023   |   | CSU Coordinator                              |

**REVIEW OF THIS POLICY**

This Policy will be reviewed within FOUR (4) YEARS from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendment that are to the advantage that Council and in the spirit of this Policy.

Any amendment to the Policy must be with the approval of the General Manager/Manex.

## 1. Purpose:

Child swapping is contrary to the original intent of Family Day Care, as well as the Family Assistance Law. As the Approved Provider, Bland Shire Council will monitor the Bland/Temora Family Day Care Service to ensure compliance is met.

## 2. Scope:

This policy document applies to all Family Day Care Educators registered with the Bland/Temora Family Day Care Service.

## 3. Outcomes:

Child swapping is unique to the Family Day Care Sector. Family Assistance law envisioned Family Day Care Educators would not be eligible to receive child care subsidy for their own children attending another Family Day Care service, whilst they are operating their own Family Days Care service and caring for other people's children as a FDC Educator.

## 4. Roles and Responsibilities:

### Nominated Supervisor will:

- Monitor Family Day Care (FDC) Educators and their partners to ensure they do not receive any Child Care Subsidy (CCS) payments for their own child's sessions of care if the FDC Educator provided care as an approved FDC service.
- Ask an 'eligible individual' (i.e – an individual entitled to CCS) if they, or their partner is a FDC Educator.
- Request to be informed if/when an 'eligible individual' or their partner becomes a FDC Educator.

This must occur within seven days of the 'care date' (the date the child is enrolled for care with a Family Day Care service).

### Educators will:

- Inform the Coordination Unit if their partner becomes a FDC educator with any FDC scheme.
- Inform the Coordination Unit if their children are attending FDC with any FDC scheme.

### Families will:

- Inform the Coordination Unit if they, or their partner, become a FDC Educator with any scheme.

### An FDC Educator can utilise FDC for their child if:

- On the day an Educator is providing FDC to other children they, or their partner, do not receive CCS payments for their own child/ren unless specified circumstances apply.

### Specified Circumstances:

For any of the below specified circumstances to apply, documentary evidence must be provided to the Coordination Unit.

- The child has been diagnosed with a particular disability or medical condition, or the FDC service is receiving Inclusion Support Payments whilst the child is undergoing continuous assessment of disability.
- The child lives in an area designated as 'remote Australia' or 'very remote Australia'.
- The child requires FDC because the 'eligible individual' (or partner) who is a FDC Educator is required on the same day to work for a minimum of two hours (but not for an approved FDC service).

- The child requires FDC because the eligible individual (or their partner) who is an FDC Educator is required on the same day to undertake education or training towards a recognised qualification (Cert III or above).

**Changes of Circumstances:**

The Coordination Unit must request to be informed of any changes to information regarding specified circumstances.

Within seven days of being notified that Inclusion Support payments are no longer being paid in relation to a child, the service will record this fact and any other relevant information.

**Record Keeping:**

The Bland/Temora FDC Scheme will record, in a register, relevant information relating to specified circumstances.

**Online Compliance:**

The Coordination Unit will record each Educators CRN (Customer Reference Number) into the relevant Child Care Subsidy System (CCSS) as soon as possible.

**5. Definitions:**

This policy refers to Educators registered or seeking registration with Bland/Temora Family Day Care. The term 'scheme' refers to Bland/Temora Family Day Care Coordination Unit with Bland Shire Council licenced as its approved provider.

**6. Legislation and Supporting Documents:**

Family Assistance Law  
Department of Social Services  
NSW FDC Association  
Education.gov.au