

POLICY STATEMENT

Relatives in Care (FDC)

AUTHORISATION

POLICY TYPE:	Operational
POLICY LOCATION:	Corporate
RESPONSIBLE OFFICER:	Children Services Coordinator
AUTHORISED BY:	Director, Corporate and Community Services
DATE ADOPTED:	4 July 2023
ADOPTED BY:	Manex
MINUTE NO:	
REVIEW DUE DATE:	June 2026
REVISION NUMBER:	
RELATIONSHIP TO THE COMMUNITY STRATEGIC PLAN	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

VERSION NO.	DATE	DESCRIPTION OF AMENDMENTS <i>Include names of former policies that this policy will replace if applicable</i>	AMENDED BY <i>(Where required)</i>
1	June 2023		CSU Coordinator

REVIEW OF THIS POLICY

This Policy will be reviewed within Three (3) 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:

To ensure that Bland/Temora Family Day Care service is complying with the requirements of the Child Care Subsidy Minister's rule regarding children being cared for in a Family Day Care service who are related to the registered educator caring for them.

2. Scope:

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

3. Outcomes:

The Child Care Subsidy Minister's rule states:

It is a condition for continued approval in relation to an FDC service that the provider ensures that less than 50% of the children to whom any FDC educator is providing care within any CCS fortnight at the service are related to the FDC educator as:

- (a) Niece or Nephew; or
- (b) Cousin; or
- (c) Grandchild (including a Great Grandchild).

It is important to note that the ratio is applied across all of the children cared for across the whole fortnight and not to one particular session of care.

4. Roles and Responsibilities:

The Coordination Unit will:

- Understand that the responsibility or the implementation of this rule rests with the approved provider.
- Ensure that children who are related to the educator must make up fewer than half of the children to whom they have provided care with in any fortnight.
- Ensure that the complying written arrangement – placement agreement is completed for each enrolled child states if the child is related to the educator.

Educators will:

- Ensure that the complying written arrangement – placement agreement is completed for each enrolled child correctly stating if the child is related to the educator.
- Inform Bland/Temora Family Day Care Coordination Unit staff of any change to the booking of a relative in care.
- Inform Bland/Temora Family Day Care Coordination Unit staff if any children not related to them end or reduce care.
- Not confirm the enrolment of a relative without authorisation from the Bland/Temora Family Day Care Coordination Unit.
- Understand if bookings in their service change, resulting in children related to them making up half or more of the bookings in any fortnight that the relatives care will either need to be reduced or ended with two weeks' notice, or as otherwise directed by Bland/Temora Family Day Care Coordination Unit staff.

Families will:

- Complete the complying written arrangement – placement agreement for each enrolled child correctly stating if the child is related to the educator.
- Understand that in accordance with the complying written arrangement, the enrolment cannot commence until Bland/Temora Family Day Care Coordination Unit has authorised the care arrangement.

- Understand if a booking alters the family day care service ratio of relatives to others, resulting in children related to the educator making up half or more of the bookings in any fortnight, the relative's care will either need to be reduced or ended with two weeks, or as otherwise directed by the Bland/Temora Family Day Care Coordination Unit.

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:

Child Care Subsidy Minister's *Rules 2017, Compilation 19, 21 January 2021*

Child Care Subsidy Minister's Rules 2017

<https://www.legislation.gov.au/Details/F2021C00275>

A New Tax System (Family Assistance) Act 1999