

RELATIVES IN CARE (FDC)

AUTHORISATION

POLICY TYPE: <i>(Council or Operational)</i>	Operational
POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i>	Community Services
RESPONSIBLE OFFICER: <i>(by position title)</i>	Children Services Unit Coordinator
AUTHORISED BY: <i>(GM or Director Title)</i>	Director Corporate and Community Services
DATE ADOPTED:	5 July 2021
ADOPTED BY: <i>(Manex or Council)</i>	Council
MINUTE NO: <i>(If required)</i>	
REVIEW DUE DATE: <i>(Four years unless statutorily required sooner)</i>	June 2023
REVISION NUMBER:	

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>

REVIEW OF THIS POLICY

This Policy will be reviewed within two (2) 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 by way of a Council Resolution or the approval of the General Manager.

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) a niece or nephew; or
- (b) a cousin; or
- (c) a 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:

- be aware 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:

Relative care: The term 'relative care' in this context applies to family day care undertaken by close relatives, for example, by persons related to the children in care as either; a grandparent or great-grandparent, an aunty or uncle, or a cousin.

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*

7. Relationship to Community Strategic Plan:

This Policy supports Council's Delivery Program Strategy *DP4.2 Provide quality, accredited and affordable Education and Care Services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile Resource Unit, Vacation Care and Toy Library services).*

8. Attachments:

N/A.