

# Engagement and Registration of Family Day Care Educators

### 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>	16 May 2023
<b>ADOPTED BY:</b>	Manex
<b>MINUTE NO:</b> <i>(If required)</i>	
<b>REVIEW DUE DATE:</b> <i>(Four years unless statutorily required sooner)</i>	April 2027
<b>REVISION NUMBER:</b>	3
<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> <i>Include names of former policies that this policy will replace if applicable</i>	<b>AMENDED BY</b> <i>(Where required)</i>
0	16 October 2012		
1	17 June 2014		
2	6 November 2018		
3	April 2023		April 2027

### 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:

The purpose of this policy is to ensure guidelines for the recruitment and selection of Family Day Care Educators reflect a fair and equitable manner, providing a safe environment and quality outcomes for children and their families.

## 2. Scope:

This policy document applies to all potential and current Family Day Care Educators employed within the Bland/Temora Family Day Care Coordination Unit.

## 3. Outcomes:

Bland/Temora Family Day Care Coordination Unit follows a process when selecting Educators, being representatives of the local community, have the ability to meet standards of the scheme, State and Federal Government Regulations and the community. Educators are registered to provide care through the licenced organisational body, however are self-employed and responsible for their own business practices, including Scheme and legislative requirements.

## 4. Roles and Responsibilities:

The Nominated Supervisor/Coordinator and the Support Officer work together to provide potential Educators with relative information and insight about the requirements and expectations of becoming a Family Day Care Educator.

### Coordinator and Support Officer will ensure:

- Prospective Educators are able to meet the requirements of the service in line with the Early Years Learning Framework, My Time Our Place, National Quality Standards, Education and Care Services National Regulations, and Law.
- Prospective Educator is at least 18 years of age.
- Prospective Educators are suitable in regard to knowledge, skills, experience, approved qualification (minimum Certificate III in Early Education and Care) and display a willingness to participate in ongoing professional development.
- Prospective Educators complete or obtain current Child Protection and Safe sleep qualifications.
- Prospective Educator agrees to reference checks.
- Prospective Educators abide by ALL conditions set out in the Educator Agreement. (Years of age)
- Prospective Educators, other household members and regular visitors (over 18 years of age) provide a current Working with Children Check, and renew to remain active.
- Prospective Educator holds a current qualification in an approved First Aid course, including Anaphylaxis and Asthma prior to commencing, and continue to renew this when required.
- Prospective Educator takes out Public Liability Insurance as per the Educators Agreement.
- Prospective Educators complete a Medical assessment, conducted by a registered medical practitioner.
- Inspect the Prospective Educators residence to ensure it meets the Educator Workplace Safety Audit requirements.

### Prospective Educators are required to –

- Submit an online application for the position of educator, accompanied by qualifications and documents stated within the application. When the application is received, the Nominated Supervisor will review and contact the applicant if successful of an interview.
- Attend an interview, carried out by Coordinator and Support Officer.
- Provide the contact details of two (2) referees.

- Provide a current Working with Children Check, including one for each household member over 18 years of age.
- Provide a current approved First Aid qualification (including Asthma, Anaphylaxis and CPR).
- Hold a minimum Certificate III in Early Education and Care qualification.
- Be physically and emotionally capable to independently care for children (as per required medical).
- Complete training modules as part of the induction process.
- Have an appropriate understanding of young children's needs and development, including:
  - The individual differences between children.
  - Activities that stimulate a child's growth and development.
  - Nutrition, health, hygiene and safety.
  - Behaviour guidance.
- Be responsive to children, and able to effectively communicate with adults.
- Be aware of and sensitive to the needs of young children and their families, including children from a range of cultures and religions and children with additional needs.
- Ensure that their home complies with the Educator Workplace Safety Audit and is adequate for the provision of the service.
- Be prepared to allow Coordination Unit staff to inspect their home during the normal hours in which they operate their service.
- Be prepared to sign an agreement with the service, stating their obligations as an educator and as a member of the Bland/Temora Family Day Care service.
- Have an attitude and commitment to the aims of the Scheme which reflects the philosophy and aims of the Service.
- Be prepared to abide by the policies and procedures of the Scheme and the Education and Care Services Regulations and the Children Education and Care Services National Law.
- Be prepared to abide by the Code of Conduct at all times.
- Attend training sessions arranged by the scheme as part of their induction process and ongoing professional development.

### **Rejection of Application**

An application may be rejected for reason which include, but will not be limited to, the following:

- Inadequate qualifications for the role, or unwilling to obtain required qualifications.
- Unsatisfactory character and/or reputation of the applicant or household members.
- References unavailable or unfavourable.
- Unsatisfactory Working with Children Check of applicant or household members.
- Unsatisfactory Educator Workplace Safety Audit and/or risk assessment of the applicant's home.
- Unsatisfactory medical report.
- Inability to demonstrate the capacity to supervise and care for the children adequately.
- Refusal by Prospective Educator to comply with an obligation within Scheme and Legislative requirements.

Should the prospective Educator disagree with the decision of the Coordination Unit, they may appeal in writing to Bland Shire Council.

### **Assessment of the Prospective Educators Premises**

A preliminary Educator Workplace Safety Audit is conducted by Coordination Unit staff and recommendations made for improvement prior to the registration of an Educator.

A final Educator Workplace Safety Audit will be carried out prior to registration ensuring the environment meets Education and Care Services National Regulation and the National Quality Standards.

## **Registration of Educator**

Upon completion of the Educator training and Educator Workplace Safety Audit, successful applicants will become registered with Bland/Temora Family Day Care. Applicants will be notified by telephone and in writing.

### **Upon registration, the Coordination Unit will:**

- Ensure all legislative requirements are documented at the Coordination Unit and placed on the Educator register;
- Issue formal letter of acceptance and Certificate of Educator Probationary Registration
- Provide weekly support to the Educator over four weeks on initial setup, then on ongoing.

A probation period of **6 months** will apply to new Educators. Failure to comply with the National legislation or scheme policies and procedures or the failure to undertake professional practices within the service can result in cancellation of registration.

### **Educators will:**

- Operate their Family Day Care business as a self-employed operator once registered with the service.
- Adhere to National and State Regulations and Laws and Bland Shire Children Services Code of Conduct, Policies and Procedures at all times.
- Ensure Public Liability insurance remains current whilst service is in operation.
- Complete all administrative tasks as specified in relation to their Service so as to adhere to both Federal and State Government Departmental regulations.

## **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:**

Australian Children's Education and Care Quality Authority (2022) 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 (2023)

My Time Our Place – Framework for School Aged Care in Australia (2019)

Office of the Children's Guardian