

**ENGAGEMENT AND REGISTRATION OF
FAMILY DAY CARE ASSISTANTS**

AUTHORISATION

POLICY TYPE:	Operational
POLICY LOCATION:	Corporate
RESPONSIBLE OFFICER:	Children Services Coordinator
AUTHORISED BY:	Director, Corporate and Community Services
DATE ADOPTED:	16 May 2023
ADOPTED BY:	Manex
MINUTE NO: <i>(If required)</i>	
REVIEW DUE DATE: <i>(Four years unless statutorily required sooner)</i>	April 2027
REVISION NUMBER:	4
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>
0	11 December 2012		May 2014
1	17 June 2014		May 2016
2	6 November 2018		December 2020
3	7 April 2021		April 2023
4	May 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 appropriate assistants are employed as part of the Bland/Temora Family Day Care scheme.

2. Scope:

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

3. Outcomes:

Bland/Temora Family Day Care Coordination Unit follows a process when selecting Assistants, being representatives of the local community, have the ability to meet standards of the scheme, State and Federal Government Regulations and the community. Registered assistants are employed to provide assistance to registered Family Day Care Educators as per guidelines listed in National Regulation 144.

4. Roles and Responsibilities:

Recommended Practices:

- The FDC Assistant is only used in the circumstances as listed in the Education and Care Services National Regulations 2011, regulation 144.
- The primary Educator provides written consent of the parents of all children who will be in care of the proposed Assistant.
- Registration of an Assistant is approved by the Nominated Supervisor and an Assistant Agreement is signed annually.
- Family Day Care Assistants engaged by or registered with the service are over 18 years of age.
- Assistants provide a current Working with Children Check (renewed every 5 years).
- Assistants hold a current first aid qualification and have undertaken current approved anaphylaxis management training and approved emergency asthma management training.
- The Assistant has undertaken an induction training session with the Coordination Unit.
- The primary Educator confirms with their insurer that the Assistant is covered under the primary Educator's Public Liability Insurance Policy.
- The Coordination Unit staff are notified whenever the primary Educator is not available and is engaging the Assistant.

As per National Regulation 144, an Assistant can only be used for the following reasons:

- Transporting a child between the approved Family Day Care residence and school, another education and care service or the child's home.
- In an emergency situation, including when the Educator needs urgent medical care or treatment.
- If the Educator must attend an appointment (other than a non-regular appointment) providing the absence is less than four (4) hours and the FDC service has approved the absence and notice of the absence has been given to parents.
- To provide assistance to the Educator while they are educating and caring for children as part of Bland/Temora Family Day Care.

Child and Educator ratios:

Early Education and Care regulations must be adhered to when an Educator and an Assistant are working together in the one residence.

As per Regulation 124 (3)

- No more than 7 children can be educated and cared for as part of a Family Day Care service at a family day care residence or an approved family day care venue at any one time.

Therefore, although two educators are working in the residence, the maximum of 7 children in care (maximum of 4 children under 5 years), must be adhered to at all times.

5. Definitions:

This policy refers to Educators and Assistants 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

Office of the Children's Guardian