

POLICY STATEMENT

Fit and Proper Assessment of FDC Educators, Assistants and Persons Residing at FDC Residence

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:	3
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	August 2014		November 2018
1	November 2018		November 2020
2	April 2021		April 2023
3	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 the rights of all children to be safe and protected are upheld by the engagement of fit and proper persons.

2. Scope:

This policy document applies to all potential and current Family Day Care Educators or Assistants employed within the Bland/Temora Family Day Care Coordination Unit, and persons who reside at the family Day Care residence.

3. Outcomes:

Bland/Temora Family Day Care aims to ensure the safety, welfare and wellbeing of children is maintained through continuous assessment that determines if an Educator, Assistant and persons residing at a Family Day Care residence is a fit and proper person.

4. Roles and Responsibilities:

The Coordination Unit will ensure that:

- Educators, Assistants and persons residing on the premises are fit and proper by certifying the clearance of a current Working with Children Check.
- Educators and Educator Assistants hold a current First Aid Certificate, Asthma and Anaphylaxis Certificates.
- Educators and assistants will hold a current qualification in Child Protection.
- Educators hold a minimum of a Certificate III in Early Education and Care.
- Any person residing at the residence who is turning 18 years of age, provides a Working with Children Check and the Coordination Unit validates this, recording the details.
- Educators complete a 'Compliance History Statement for a Prospective Family Day Care Educator' form prior to commencement.
- Educators and Educator Assistants understand their responsibilities in relation to the service's Child Protection policy.

Educators will:

- Provide information requested in relation to this policy to the Coordination Unit in a timely manner.
- Advise the Coordination Unit, in writing, of any changes to residents or persons intending to reside who are over the age of 18 years.
- Complete a 'Compliance History Statement for a Prospective Family Day Care Educator' form prior to commencement.
- Read and understand responsibilities under the service Child Protection policy and sign to acknowledge this.

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

Office of the Children's Guardian