

**KEEPING A REGISTER OF FAMILY DAY  
CARE EDUCATORS AND ASSISTANTS**

**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	August 2014		
1	6 November 2018		November 2020
2	7 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 accurate and complete information is held on all active Educators as required under the Education and Care National Regulations, 2011.

## 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 Service will ensure that information on Educators and household residents is correct and up to date at all times. Educators are required to cooperate with all reasonable requests designed to keep this information accurate and online with the Education and Care National Regulations, 2011.

## 4. Roles and Responsibilities:

Required information is gathered during the “start up” phase and as presented/required. Information is stored electronically (Council’s e storage software) by the Nominated Supervisor, Family Day Care Support Officer and Bland Shire Children Services Administration Officer.

## 5. Definitions:

This policy refers to Educators registered with Bland/Temora Family Day Care and any person that resides within the Family Day Care household. 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:

Education and Care Services National Law Act 2010  
Education and Care Services National Regulation 2011 Regulation 168  
Child Care Provider Handbook  
Governance and Management policy  
Engagement and Registration of Family Day Care Educators policy  
Visitors to FDC Residences policy  
Fit and proper assessment of Family Day Care Educators, Assistants and Adults Residing at the Family Day Care Residences.

## 7. Attachments:

### Policy Procedure

#### Recommended Practices:

The register will include the following information in relation to each Family Day Care Educator registered with the service.

- The full name, address, and date of birth of the Educator.
- The contact details of the Educator.
- The address of the residence or approved Family Day Care venue where the Educator will be providing education and care to children as part of the service, including a statement as to whether it is a residence or a venue.
- The date that the Educator was registered with the service.
- When applicable, the date that the Educator ceased to be registered with the service, for the period of at least 3 years following that date.
- The days and hours the Educator will usually provide education and care to children as part of the service.
- If the Educator is an approved provider, the number of the provider approval and date approval was granted.

- Evidence of any relevant qualification held by the Educator (minimum Certificate III), as provided under regulation 10.
- Evidence that the Educator has completed – Current approved First Aid training (including CPR, anaphylaxis management training and emergency asthma management training), current/refreshed in Child Protection and Safe Sleep training (provided by Red Nose Australia).
- Evidence of any other training completed by the Educator.
- A record of Educator's Working with Children Check number, expiry date and verification of the check including the date, conducted by the Coordination Unit.
- For each child educated and cared for by the Educator as part of the Family Day Care service; the child's name, date of birth, the days and hours that the Educator usually provides education and care to that child.
- If the education and care is provided in a residence: the full names and dates of birth of all persons aged 18 years and over who normally reside at the Family Day Care residence, and the full names and dates of birth of all children aged under 18 years who normally reside at the Family Day Care residence.
- A record of all persons' aged 18 years and over who normally reside at the Family Day Care residence Working with Children Check number, expiry date and verification of the check including the date, conducted by the Coordination Unit.