

## POLICY STATEMENT

# MONITORING, SUPPORT AND SUPERVISION OF FDC 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><br><i>(If required)</i>           |  |
| <b>REVIEW DUE DATE:</b>                             | April 2025   |
| <b>REVISION NUMBER:</b>                             | 2  |
| <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><br><i>Include names of former policies that this policy will replace if applicable</i> | <b>AMENDED BY</b><br><i>(Where required)</i> |
|--------------------|-----------------|---|--|
| 0                  | 6 November 2018 |   | November 2020                                |
| 1                  | 7 April 2021    |   | April 2023                                   |
| 2                  | May 2023        |   | April 2025                                   |

### REVIEW OF THIS POLICY

This Policy will be reviewed within Three (3) 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:

Provide Educators guidance, mentoring, and ongoing support. Home visits, completed by FDC Support Officer or Coordinator provide the opportunity to share information, concerns and joyful moments with the children and Educator. Any Non Compliance concerns will be discussed as well.

## 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:

Provide ongoing support, guidance and mentoring opportunities to Family Day Care Educators to provide a safe environment for both the children and the Educators as well as assist Family Day Care Educators knowledge about child development and emerging trends in Early Childhood.

## 4. Roles and Responsibilities:

### The Coordination Unit will:

- Conduct monitoring visits in the individual educator's home to ensure that care is monitored in the environment in which it takes place.
- Conduct at least one home monitoring visit each month. The home visit can be scheduled or unscheduled.
- Conduct visits at different times of the day and week to enable the Coordination Unit staff member to observe all children in care.
- To the best of their ability, sight each child in care at least once per term.
- Complete monitoring visits only when an Educator is working.
- Complete a Monitoring Visit Report which will be signed by both the Coordination Unit staff member and the Educator. The Educators will receive a copy of this visit for his/her records.
- Discuss all relevant concerns with the Educator at the time of the visit.
- Cover the following areas during the visits:
  - a) Monitoring of the quality of care – This quality will be determined by the state of hygiene, nutritional quality of meals (provided by families), standard of adult/child interactions, appropriateness of behaviour guidance techniques, and the availability of stimulating experiences provided for children.
  - b) Supporting the Educator in all areas – The Coordination Unit staff member may choose to discuss concerns surrounding children's needs and experiences, parental challenges, community perceptions, professional development and administrative requirements.
  - c) Observing the children in care – Coordination Unit staff members must have the opportunity to observe and interact with the children in care. They may identify and discuss children's developmental needs, activities to extend learning and behaviour guidance strategies.
  - d) Maintaining records – Coordination Unit staff members will complete a Monitoring Visit Report (MVR) each visit to ensure records are current. The MVR documents topics discussed and observed during the visit, and signed by both the Educator and Coordination Unit staff member.
  - e) Issues arising in the scheme – Coordination Unit staff members may discuss policy changes, insurance, training, meetings and placements.
- Contact the Educator via telephone calls, Playgroup or by the Educator visiting the office, when it is not possible for a home visit to occur.
- Provide Educators feedback and encourage critical reflection to assist Educators identify ways to improve their service.

### FDC Educators will:

- Allow all Coordination Unit staff to visit in their home or other venues while providing care.
- Allow entry of an Authorised Officer conducting a visit under the Education and Care Services National Regulations 2011 whilst Education and Care is being provided.
- Be professional and respectful of the roles of all Coordination Unit staff.
- Sign and provide feedback on the MVR once completed by the Coordination Unit staff.
- Work with the Coordination Unit to evaluate and reflect their own professional development and service plans to enhance performance improvement.

### **After Hours Support**

After hours support is available for Educators through the Nominated Supervisor and/or Family Day Care Support Officer as per the contact details provided by the Coordination Unit. After hours support is available for concerns that cannot wait until the following business day.

### **During Office Hours Support**

Educators can contact the Coordination Unit landline, or the Service Mobile number. They may also contact the Bland Shire Council line in the event of an emergency.

## **5. Definitions:**

This policy refers to Educators registered 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. The term MVR, is for Monitoring Visit Reports, a document used when conducting a visit to an Educators residence.

## **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 (2022)

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