

Provision of Information, Assistance and Training to FDC Educators

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:	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	9.12	
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 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 by providing training, networking and development opportunities to enable personal growth and professionalism.

2. Scope:

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

3. Outcomes:

Educators to work confidently and professionally within their service. Independently seeking professional development as well as participating in group/networking experiences to gain a greater understanding of Early Childhood and children's development.

4. Roles and Responsibilities:

The Coordination Unit will:

- The Educational Leader is suitably qualified and experienced to lead the development and implementation of the educational program at the service.
- Maintain a professional workplace with open communication, respectful debate and further professional development through effective leadership.
- Promote a positive, organised culture and a sense of community.
- Complete a comprehensive induction of Educators, Educator Assistants, Coordinators and staff members.
- Encourage Educators to pursue further education and qualifications to further develop skill in Early Childhood.
- Promote continuity of care for Educators and staff to the best of their ability.
- Conduct performance reviews on Educators and Coordination Unit staff to support performance improvement.
- Continue to offer high quality training opportunities.
- Maintain a record of Educators professional development.
- Work with Educators to establish a service philosophy, which will guide service operations.
- Encourage educators to read and review updated service policies and procedures to ensure service practices are implemented and regulation requirements are met.
- Provide electronic communication to ensure Educators feel connected to the scheme and other Educators (Zoom, Text, Social platforms).

Educators will:

- Participate in the orientation training program and attend regular service meetings to remain up to date with service goals and improvements.
- Demonstrate a commitment to continuous improvement.
- Acknowledge their role as an Early Childhood Educator committed to providing high quality education and care.
- Work collaboratively with the FDC Support Officer to seek information or discuss further professional development and training.

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. Educational Leader leads the development and implementation of educational services and professional development.

6. Legislation and Supporting Documents:

Children (Education and Care Services National Law Application) Act 2010
Education and Care Services National Regulations 2011: 168, 169