

ROLE OF EDUCATOR'S FAMILIES AND OTHER HOUSEHOLD MEMBERS

AUTHORISATION

POLICY TYPE: <i>(Council or Operational)</i>	Operational
POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i>	Community Services
RESPONSIBLE OFFICER: <i>(by position title)</i>	Children Services Coordinator
AUTHORISED BY: <i>(GM or Director Title)</i>	Director Corporate and Community Services
DATE ADOPTED:	17 August 2021
ADOPTED BY: <i>(Manex or Council)</i>	Manex
MINUTE NO: <i>(If required)</i>	
REVIEW DUE DATE: <i>(Four years unless statutorily required sooner)</i>	July 2023
REVISION NUMBER:	

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>

REVIEW OF THIS POLICY

This Policy will be reviewed within two (2) 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 by way of a Council Resolution for all policies categorised as "Council" policies or the approval of the General Manager for all policies categorised as "Operational" policies.

1. Purpose:

When providing an Education and Care Service, Educators and their household members are required to:

- Provide an environment that recognises and operates in a safe and respectful manner.
- Balance in the needs of the Educator's family to ensure quality care and regulatory requirements are maintained.
- Ensure that the Educator is solely responsible for the children at all times. The Educator cannot delegate this responsibility to any other household members.

2. Scope:

This policy document applies to Educators of Bland Temora Family Day Care, along with their families and other household members.

3. Outcomes:

To ensure the importance of all members of the Educator's household understand their obligations while a Family Day Care Service is operating on the premises. It is the Educator's duty of care to protect children and to ensure that a safe, caring and nurturing environment is provided for the children.

4. Roles and Responsibilities:

The Nominated Supervisor will:

- Inform Educators of the role of other household members.

Educators will:

- Ensure household members know their responsibilities.
- Ensure household members abide by the 'Household Members Booklet' at all times.
- Advise household members that they are required to abide by the regulations and family day care policies and guidelines while children are being cared for in their home.
- Advise household members they are not to be left alone with children at any time.
- Advise household members that they must not discipline the children. All behaviour management must be carried out by the Educator.
- Advise household members that they can contact the Nominated Supervisor at any time if there is a problem or need for discussion

Household member will:

- Treat families, children, staff and other Educators with respect.
- Assist the Educator to provide and maintain quality childcare in a safe, nurturing, friendly environment.
- Support the Educator to participate in ongoing professional development.
- Support the maintenance of the home as a safe environment for children on a daily basis, to comply with Workplace Health and Safety Legislation.
- Adhere to the Education and Care Service National Law 2010, Education and Care Regulations 2011, National Quality Standards and service policies and procedures.
- Maintain confidentiality about the families and children in care at all times.
- Support appropriate TV programmes, videos, games, books, and social media being accessible to children.
- Ensure all visitors to the home sign the visitors register.

- Ensure a working with children check is completed for any adult household member living at the premises over 18 years of age.
- Respect the need for privacy on occasions when the Educator is discussing issues with staff and/or families or when a child is bathing or toileting.
- Ensure the use of non-offensive language and tone of voice at all times.
- Ensure only the Educator toilets, baths and changes the children's nappies.

Visitors will:

- Sign in and out whilst at the Education and Care Service as per Regulations. All visitors are to follow Code of Conduct and conduct themselves in an ethical and respectful manner.
- Treat children, families and Educators within the service with respect, equity and dignity.
- Never be left alone with registered children.

5. Legislation and Supporting Documents:

Education and Care Service National Law 2010
Education and Care Services National Regulations 2011
Guide to the National Quality Framework 2018

6. Relationship to Community Strategic Plan:

This Policy supports Council's Delivery Program Strategy DP4.2 Provide quality, accredited and affordable Education and Care Services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile Resource Unit, Vacation Care and Toy Library services)

7. Attachments:

N/A