

# Family Day Care

## Professional Development Policy



Merri-bek  
City Council

**Section:** 7 Governance and Leadership

**Policy ID Number:** 7.4

**Link to National Quality Standards:** 4.2, 7.2.2, 7.2.3

**Link to Education and Care Services National Regulations:** r169

### 1 Policy Statement

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Family Day care is committed to ensuring effective leadership builds and promotes a positive organisational culture and a professional and collaborative environment. This will support staff and Educators to promote connections within the early childhood sector.

### 2 Rationale

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Family Day Care is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all staff, Educators, Educator household members, work experience/work placement students and volunteers irrespective of their involvement in child related duties.

Management, educators and staff, work with mutual respect and collaboratively, challenge and learn from each other and recognise each other's strengths and skills.

Ongoing Professional Development supports an environment of continuous improvement and quality care and education for children.

### 3 Procedures

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- Educators and Coordination Unit staff are required to maintain and update their knowledge on regulatory requirements and maintain their professional skills in accordance with current industry practice.
- Educators are encouraged to seek and source their own professional development opportunities and maintain their own records of participation in these opportunities. After completion Educators should provide this information to the Coordination Unit.
- Council's Children's Services Unit and the Coordination Unit will provide professional development opportunities each year for Educators. The Coordination Unit will work collaboratively with Educators when developing these opportunities for Educators and staff. This training will target the requirements of the National Quality Assurance system and other programs the Australian and State Governments may introduce. Certificates of attendance or participation will be provided at all training sessions to Educators and details recorded by the Coordination Unit.
- Educators and Coordination Unit staff will attend training and information sessions identified as compulsory by the Coordination Unit.
  - If the Educator does not attend a compulsory session as organised by Council, the Educator must arrange to attend a session on the same topic at his or her expense and provide evidence to the Coordination Unit that the session has been attended.
  - Professional Development is in addition to any training that is required to maintain the currency of an Educators' registration. This includes First Aid, Anaphylaxis, Asthma qualifications. Current Certificates must be provided to the Coordination Unit.
  - Child Protection updates are required annually. Food Safety Handling is to be updated every three (3) years. The Coordination Unit will support Educators to access these training sessions. Educators should provide a copy of their certificate when completed.

- Educators will participate in the annual Self-Assessment and Review process, conducted with the Coordination Unit staff. This will include identifying professional development that supports Educators to undertake continuous improvement in the delivery of their program.
- Educators may be required to attend training recommended by the Coordination Unit. This could be based on the specific care needs of a child and/or family or development of Educator practice.
- Coordination Unit staff will participate in Council’s annual review process. This will include the identification of professional development needs.

#### 4 References

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- [Education and Care Services National Law Act](#)
- [Education and Care Services National Regulations](#)
- [National Quality Standards](#)
- [ACECQA](#)
- Educator Agreement
- Victorian Early Years Learning and Development Framework
- Early Years Learning framework
- My Time Our Place

#### Revision History

Date	Revision No.	Revision Section	Revision Description
December 2016	1.0	All	Initial Policy Release (creation date)
November 2020	2.0	All	Updated from old Policy to new format and current information
January 2023	3.0	-	Council logo change
January 2024	Next Review Date		