

# Family Day Care

## Registration of Educators and Educator Assistants

**Section: 4**

**Policy ID Number: 4.2**

**Link to National Quality Standard: 4.2**

**Link to Education and Care Services National Legislation: As103A, r10, r30, r119, r127, r136, r143A, r144, r163, r169**

### 1 Policy Statement

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Family Day Care will implement an Educator and Educator Assistant registration and ongoing monitoring process to ensure compliance with the Education and Care National Legislation and National Quality Standards.

Registration will be based on the suitability of applicants to provide high quality education and care and meet the needs of the service, the children and their families.

### 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 Educators, Educator family members, work experience/work placement students and volunteers irrespective of their involvement in child related duties.

The Educator and Educator Assistant registration process endeavours to attract qualified, competent and committed Educators who will provide high quality care and education.

Educators and Educator Assistants are registered to represent and meet the needs of the diverse Merri-bek community.

Educators and Educator Assistants will be registered in a fair and equitable way using accountable and transparent processes.

To support Educators and Educator Assistants to understand the requirements of registration and ongoing compliance.

### 3 Procedures

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#### 3.1 Registration process

- The Coordination Unit will assess all applications to be an Educator or Educator Assistant based on the applicant being able to complete the tasks outlined below. This will be documented, and records kept of all processes as they are being undertaken and as they are completed.
  - Apply online, at <https://applynow.net.au/jobs/MOR560-family-day-care>
  - The applicant must be aged 18 years of age or older.
  - Participate in an interview with Coordination Unit staff and consent to reference checking post interview
    - The interview will be used to determine the applicant's suitability to:
      - Provide high-quality education and care for children; and
      - Provide a safe and hygienic environment; and
      - Complete the administrative aspects of providing FDC.
    - The applicant will need to provide at least two professional referees that can provide feedback about the applicant's experience working with children.

- Provide evidence of a Certificate III in Child Care or a higher relevant qualification as approved by Australian Children’s Education and Care Quality Authority or that they are actively working towards this.
- Meet all requirements of a Health and Home Safety check conducted by Coordination Unit staff.
- Complete a satisfactory medical assessment with Council’s provider (paid for by Council)
- Provide a clear criminal history check for themselves and all household members 18 years of age and over. This must have been issued no more than six months prior to the date of application.
- Provide a current Working with Children Clearance for themselves and all household members 18 years of age and over.
- Provide current First Aid (including CPR), emergency asthma management and anaphylaxis training certificates.\
- Provide evidence of child protection and keeping children safe training having been completed within the 12 months prior to registration.
- Registration with PRODA for purposes of Child Care Subsidy
- Participate in visits with other Educators to observe and learn about the Educator and Educator Assistant roles.
- Participate in orientation and induction, this will include:
  - Service policies and procedures; and
  - Experiences for children, programming and documentation; and
  - Communication and working with families, the FDC Coordination Unit and other Educators; and
  - Partner and family member support form: and
  - National Quality Framework; and
  - Education and Care National Legislation; and
  - Child Safe Standards; and
  - Merri-bek City Council Employee Code of Conduct; and
  - Administration requirements.
- Provide evidence of appropriate Public Liability Insurance. The Coordination Unit will assist with this and Council will pay for the first three months of insurance.
  - If the Educator resigns from the service within the first 12 months of registration, they will be liable to repay this to Council.
- Sign the Educator Agreement, which is the Agreement between Council and the individual Educator or Educator Assistant.
  - A Coordination Unit staff member will explain the requirements of the Agreement prior to it being signed
  - Educators and Educator Assistants will sign the same agreement
  - There will be a three-month probation period.
- Educators that live in a rental property will be required to provide written permission to conduct FDC in their home from their landlord or landlord’s real estate agent. This needs to be submitted with the application form or soon after. The application will not progress until this has been received.
- Educators that want to transport children in their vehicle will be required to undertake a car restraint check and training and provide evidence of this prior to transporting children. This can

occur prior to or after registration, but transportation of children cannot occur until this has been completed.

- Applicants need to be available to provide care and education for at least three days per week.

### **3.2 Ongoing Requirements**

- After the three-month probation period a review will be conducted between the Educator or Educator Assistant and Coordination Unit. A satisfactory review will result in an Agreement being signed for up to 12 months to align with the annual date of all Educator Agreements.
  - As part of the probation review, goals will be set with the Educator or Educator Assistant to support development of skills and knowledge.
- The Coordination Unit will undertake a Health and Home Safety Check annually. The standards of the check must be always maintained by the Educator or Educator Assistant.
- Educators or Educator Assistants and all members of the household aged 18 years and over will repeat criminal history checks at least every three years. After completing these at the initial registration, the Educator or Educator Assistant will then align with the three-year cycle set by the Coordination Unit.
- Educators or Educator Assistants and all members of the household aged 18 years and over will need to renew their Working with Children Clearance prior to its expiry date. Coordination Unit staff will check the currency of these online regularly.
- Educators or Educator Assistants must maintain currency of their First Aid, CPR, Anaphylaxis Management and Emergency Asthma Management certifications at all times and provide evidence of these to the Coordination Unit.
- Educators and Educator Assistants will be required to complete training every 12 months in relation to child protection and keeping children safe.
- Appropriate public liability insurance must be renewed annually. If an Educator's insurance lapses, they will not be able to provide care until this has been reinstated.
- An annual Self-Assessment and Review (SAR) will be undertaken with each Educator and Educator Assistant. This is an opportunity to review and reflect on the previous 12 months and set goals for the next 12 months. This process will be completed prior to signing the Educator Agreement each year.
- Educators and Educator Assistants will be required to participate in ongoing training and professional development. Some sessions provided by the Coordination Unit are deemed compulsory, some training requirements may be identified in the SAR process and some training may be as a result of Educator interest.

### **3.3 Educator Assistants**

- An Educator can apply to the Coordination Unit if they would like to have an Educator Assistant. Prior to a person working as an Educator Assistant all steps as outlined above in the registration process must be completed.
  - As part of the approval process an existing Educator will need to provide written consent from the families of each child in their care.
  - As part of enrolment and orientation of new families the Educator will notify families that they have an Educator Assistant and provide opportunity to meet this person. Families acceptance of this arrangement will be documented as part of enrolment.
- Once registered the Educator must support their Educator Assistant to meet all the requirements of an Educator, including compliance with the National Legislation, Educator Agreement and service policies and procedures.

- Unless it is an emergency the Educator will notify the Coordination Unit and the family of each child in their care prior to each occasion the Educator Assistant will be providing care and education in their absence. In an emergency the Coordination Unit and each family must be notified as soon as possible after the emergency, including details of the emergency and how it was managed.
- The Educator Assistant can only assist the Educator in the following circumstance:
  - transporting a child between the FDC residence and a school, or another education and care service or children's service; or
  - providing education and care to a child in the absence of the Educator.
    - in emergency situations, including when the Educator requires urgent medical care or treatment; or
    - to attend an appointment (other than a regular appointment),
      - if the absence is for less than 4 hours; and
      - the Coordination Unit has approved that absence; and
      - notice of that absence has been given to the family of each child that will be in care and they have provided written consent; or
  - while the Educator is educating and caring for children.

#### 4 References

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- [Education and Care Services National Law Act](#)
- [Education and Care Services National Regulations](#)
- [National Quality Standards](#)
- [ACECQA](#)
- [Merri-bek City Council Policies and Procedures and Employee Code of Conduct](#)

#### Revision History

Date	Revision No.	Revision Section	Revision Description
December 2016	1.0	All	Initial Policy Release (creation date)
February 2021	2.0	All	Updated from old Policy to new format and current information.
March 2023	3.0	3.1 Registration process; 3.2 Ongoing Requirements	Updated to reflect current requirements.
March 2024	Next Review Date	All	Updated to reflect the councils name change.