

## Purpose

To ensure the safety and wellbeing of all children registered with Greater Hume Children Services.

## Scope

All Educators, Relief Educators and adults residing at family day care residences.

## Definitions

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

## Policy Content

Greater Hume Children Services will ensure that:

- i. adults working with children and those engaged in the management of the service or residing on the premises are fit and proper by ensuring that Working with Children Checks are carried out in accordance with Clauses 163 and 164 of the Education and Care Service National Regulations.
- ii. the service is advised of any new persons residing at the Family Day Care residence or any person residing at the residence who is turning 18 years of age to enable them to complete Working with Children Checks.
- iii. the service is advised of any circumstance relating to a person who has previously been considered that may affect whether the person is fit and proper to be in the company of children.

## Links to Policy

Greater Hume Shire Child Protection Policy and Procedure (No 75)

Greater Hume Shire Council Model Code of Conduct

Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students (GHCS.GOV.POL.010.1)

Incident Injury Trauma and Illness (GHCS.GOV.POL.008.1)

Emergency and Evacuations (GHCS.GOV.POL.006.1)

Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid (GHCS.GOV.POL.007.1)

Assessment Approval and Reassessment of Approved Family Day Care Residences and Family Day Care Venues (GHCS.GOV.POL.016.1)

Engagement and Registration of Family Day Care Educators (GHCS.GOV.POL.017.1)

Monitoring Support and supervision of Family Day Care Educators (GHCS.GOV.POL.019.1)

Visitors to the Family Day Care Residence and Venues (GHCS.GOV.POL.021.1)

Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises (GHCS.GOV.POL.020.1)

Provision of Information assistance and Training to Family Day Care Educators (GHCS.GOV.POL.022.1)

## Links to Procedures

Incident Injury Trauma and Illness Educator Procedure

Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students

## References

Australian Children's Education and Care Quality Authority (2011). Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011.

Australian Children's Education and Care Quality Authority (2011). National Quality Standards.

Australian Children's Education and Care Quality Authority (2011). Guide to the National Quality Framework.

Australian Children's Education and Care Quality Authority (2011). Guide to the National Quality Standard.

Firth, J, Kambouris N, & O'Grady O. (2003). Health and Safety Model Policies and Practices. (2nd ed.). National Health and Medical Research Council. (2005). Staying Healthy in Childcare: Preventing Infectious Diseases in Child care (4th Ed.).

Greater Hume Shire Council Policies and Procedures

Greater Hume Children Services Policies and Procedures

## Responsibility

Service Manager

## Relevant Legislation

Education and Care Services National Regulations 2011 90, 168 (2) (d)

Education and Care Services National Law Act 2010

Local Government Act 1993

## Associated Records

## Document Control

Name of this Version:	Keyword for Council Category:	Document Register Number:	Review Date:
Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at Family Day Care Residences Policy		GHCS.GOV.POL.020.1	November 2013
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