

Document Name	Document Version Number	Review Date
Engagement and Registration of Family Day Care Educators Policy	1.0.3	October 2024
Date Adopted	Minute Number	Status
10 November 2021	6055	Revised

Purpose

To create and maintain a positive and professional approach to engaging educators through the provision of effective induction and development of procedures for Educators. Our FDC educators are registered on the basis of their suitability to provide high quality education and care and meet the needs of the service, the children and their families. Educators will meet and maintain the standards expected by the service, the National Quality Regulations Framework, families, and the community.

Scope

Approved Provider, Nominated Supervisor, Early Childhood Educators, service Coordination staff, relief educators, children and families

Definitions

FDC educators are fully licensed educators in accordance with service policies and procedures.

Policy Content

Greater Hume Children Services will ensure that:

- i. Educators are at least 18 years of age
- ii. Complete registration application form and provide a resume
- iii. Educators are to hold a valid New South Wales or Victorian Working with Children Check. *In Victoria, a Victorian Institute of Teaching (VIT) registration can be accepted, Educators will need to comply with the current Public Health Orders in our state and territory Applicant to undergo a criminal history check (Police check)*
- iv. Assurance by the applicant to take out public liability insurance as per the Annual Educator Agreement.
- v. All potential Educators are provided with information about the service, vision, mission and philosophy, and the requirements that they are expected to meet in order to register as a Family Day Care Educator
- vi. All Educators are provided with comprehensive training and induction so as to ensure they have a clear understanding of the obligations under the Education and Care Service National Law and Education and Care Service National Regulations, for example child protection laws and child safe standards and the specific requirements of their role as a self-employed Educator and the expectations for their performance and suitability.
- vii. Educators understand the stringent requirements working with children, specifically the requirement that all Educators and other residents over 18 residing at educators address are deemed fit and proper, and must have a current WWCC
- viii. Applicants must agree to abide by all conditions as set out in the Annual Offer of Registration

Links to Policy

- Greater Hume Child Protection Policy and Procedure
- Greater Hume Council Model Code of Conduct
- Child Safe Environment
- Interactions with Children
- Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students
- Incident Injury Trauma and Illness
- Emergency and Evacuations
- Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid
- Monitoring Support and supervision of Family Day Care Educators
- Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises
- Provision of Information assistance and Training to Family Day Care Educators

Links to Procedure

- Excursions Procedure
- Interactions with children
- Dealing with Medical Conditions Procedure
- Nutrition Food and Beverages and Dietary Requirements Procedure
- Incident Injury Trauma and Illness Educator Procedure
- Incident Injury Trauma and Illness Office Procedure
- Child Safe Environment Educator Procedure
- Child Safe Environment Office Procedure
- Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students

Links to Forms

- Annual offer of Registration
- Household members responsibilities and agreement

References

- ACECQA – Family day care approved provider compliance responsibilities acecqa.gov.au/media/22851 •
- ACECQA – Family day care educator compliance responsibilities acecqa.gov.au/media/22856
 - ACECQA – Family day care nominated supervisor compliance responsibilities acecqa.gov.au/media/22861
- NSW Office of the children’s guardian
- Child safe Standards
- VIC: Commission for children and young people
- Child safe standards

Responsibility

Service Manager

Relevant Legislation

- Education and Care Services National Regulation
- Education and Care Services National Law
- Australian Government Department of Education and Training Child Care Services Handbook

Associated Records

Nil