

| Document Name             | Document Version Number | Review Date                |
|---------------------------|-------------------------|----------------------------|
| Interest Free Loan Policy | 1.0.1                   | October 2019               |
| Date Adopted              | Minute Number           | Status                     |
| 18 October 2017           | 4838                    | Re Adopted, No Alterations |

**Purpose**

The policy will provide the guidelines for new educators wishing to receive a start-up loan.

**Scope**

New and prospective educators, service staff and management.

**Definitions**

Nil

**Policy Content**

This policy will provide guidelines for the provision of interest-free loans to newly engaged educators to assist in meeting the initial start-up costs involved in establishing a business.

Greater Hume Children Services recognise there may be significant costs in establishing a child education and care business and aim to remove this as a barrier to recruiting people of the highest calibre and the most suitable potential applicants. Family Day Care Educators working from home premises and the staff that support them must have full confidence that all safety precautions are implemented and hazards removed, isolated or eliminated. Educators must also meet regulatory requirements and have commenced a minimum recognised qualification in children's services. Greater Hume Children Services has an expectation educators can access internet materials and conduct communications electronically. Prospective Educators may be limited in their capacity to pay for the necessary start-up costs which include:

- i. necessary safety requirements to meet the home/premises safety audit and to comply with education and care regulations
- ii. immediate commencement of Certificate III in Children's Services as minimum qualification
- iii. current recognised first aid certificate and anaphylaxis and asthma certificates
- iv. materials and tools including those required for internet access and retrieval of electronic data required to successfully undertake an education and care service.

**Links to Policy**

Engagement and Registration of Family Day Care Educators Policy

**Links to Procedure**

Interest Free Loan Procedure

**Links to Forms**

Nil

**References**

Nil

**Responsibility**

Service Manager

**Document Author**

Service Manager

**Relevant Legislation**

Education and Care Services National Regulations 2016

**Associated Records**

Nil