

Document Name	Document Version Number	Review Date
Keeping a Register of Family Day Care Educators Policy	1.0.3	October 2024
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10 November 2021	6055	Revised

Purpose

We are committed to efficient record keeping practices at our service and will create and maintain a register of Family Day Care Educators in accordance with regulatory and legislative requirements in regulation 153 of the Education and Care Services National Regulation.

Scope

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

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.

Nominated Supervisor: is the responsible person of the service under the Education and Care Services National Regulations 2011. The Service Manager has agreed to the position of responsible person and Nominated Supervisor of the service.

Policy Content

Greater Hume Children Services will ensure that the register is developed and maintained of Family Day Care Educators and includes the following information in relation to each Family Day Care Educator engaged by or registered with the service:

- i. the full name, address and date of birth of the Educator.
- ii. the contact details of the Educator.
- iii. the address of the residence or approved Family Day Care venue where the Educator will be providing education and care to children as part of the service, including a statement as to whether it is a residence or a venue.
- iv. the date that the Educator was engaged by, or registered with the service.
- v. when applicable, the date that the Educator ceased to be engaged by or registered with the service, for the period of three years following that date.
- vi. the days and hours when the Educator will usually be providing education and care to children as part of the service.
- vii. If the educator is an approved provider, the number of the provider approval and date approval was granted (with evidence)
- viii. evidence of any relevant qualifications held by the Educator, Minimum Certificate III is a requirement for registration with our service. evidence that the Educator has completed; current approved first aid training, current approved anaphylaxis management training and current approved emergency asthma management training.
- ix. evidence of any other training completed by the Educator.
- x. if the Educator provides education and care to children where the Children's law and Vulnerable people Law are in place, educators will be asked to provide WWCC number and expiry date

- xi. for each child educated and cared for by the Educator as part of the Family Day Care service; the child's name and date of birth and the days and hours that the Educator usually provides education and care to that child.
- xii. if the education and care is provided in a residence; the full names and dates of birth of all persons aged 18 years and over who normally reside at the Family Day Care residence, and the full names and dates of birth of all children aged under 18 years who normally reside at the Family Day Care residence.
- xiii. a record of the identifying number of the New South Wales or Victorian (depending on the state in which the Educator operates) Working with Children Check, Working with Children Card, Working with Vulnerable People Check or Criminal History Record Check or teacher registration of each person referred to in paragraph (xiv) who is required to provide the check, card, record or registration under regulation 163 and the date of expiry of that check, card or registration, if applicable, and:
- xiv. the date that the check, card, record or registration was sighted by the approved provider or Nominated Supervisor of the service.

Links to Policy

- Greater Hume Child Protection Policy and Procedure
- Greater Hume Council Model Code of Conduct.
- Emergency and Evacuations
- Providing a child safe environment
- Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid
- Incident Injury Trauma and Illness
- Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students
- 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

- Greater Hume Child Protection Providing a child safe environment

Links to Forms

- Fit and Proper Person medical declaration for child care educators

References

- ACECQA – Requirements for family day care providers acecqa.gov.au/media/23141ACECQA
– Register of family day care educators, co-ordinators and assistants
acecqa.gov.au/media/22746
- ACECQA – Record keeping in family day care services acecqa.gov.au/media/25926

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