

Clarence Family Day Care recognises that although the educator has primary responsibility for the provision of care, their family members can influence the quality of care experienced by children in family day care. As such, the educator's family members have the role and responsibility to ensure that their actions and behaviour support the professional and quality standards achieved and maintained by the educator in the provision of family day care.

**Mandatory** – All household members over 18 and regular visitors are required to hold a current NSW Working with Children Check. This is a legislative requirement.

### PROCEDURE

#### All residents at a FDC residence must:

- respect the dignity and rights of all children in family day care and not subject children to any form of physical, verbal or emotional harm;
- respect the confidentiality of children and their families;
- treat all members of the child's family with dignity and respect;
- not consume alcohol, cigarettes or any drugs that diminishes their physical or mental ability to behave in a professional manner with children in care;
- must be a fit and proper person to be in the company of children
- ensure that duty of care is followed when undertaking activities with children
- must have a current Working with Children Check, if over 18 years old
- take responsibility for ensuring personal items are not accessible to children and their families; and
- ensure that children and their families are made aware of the areas of the educator's place of business that are for private purposes and not to be and, where appropriate, erect barriers to these areas.

Educators must notify the office of any new person aged 18 years or over who resides, or intends to reside, at the educators' family day care residence and any circumstance relating to a person who has previously been considered under regulation

In the event of any breach related to the quality of care provided, action would be taken in accordance with the regulations and the complaints policy.

#### Role of educator's partner

In addition to roles and responsibilities cited Clarence Family Day Care recognises that the partner's view of their role and responsibilities has a considerable impact on the educator's quality of care.

The level of support by an educator's partner is a crucial factor in the successful long term retention of the educator with the service. Clarence Family Day Care recognises that there is no prescriptive model that can be used to describe the ideal roles and responsibilities for a partner. What works best for one family may not work well for another. However, there are common factors that an educator and their partner should discuss in determining the role and responsibilities of the partner.

These include:

- the level of involvement the partner will have with the children in care; and
- the level and type of support that they can provide to the educator for example:
  - listening to educators when they need to debrief about their day
  - providing care for their own children so that educators can attend professional development training
  - being professional in their dealings with children and parents
  - assisting in making sure that the place of business meets health and safety standards
  - being accepting of different parenting practices and family dynamics

Definition of 'family' – husband, partner, adult children or other occupants, teenagers, older children

### NATIONAL QUALITY STANDARDS

QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.

3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.
3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments

**QUALITY AREA 7: GOVERNANCE AND LEADERSHIP**

7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
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**NATIONAL ECEC REGULATIONS**

Sec. 50A	Approval of a place as a family day care venue
Sec. 54(1A), (8A)	Amendment of service approval on application
Sec.103A	Offence relating to places where education and care is provided
Sec. 167	Precautions to be taken to protect children from harm or hazards
Sec. 174	Offence to fail to notify certain information to Regulatory Authority
Sec. 174A	Family day care educator to notify certain information to approved provider
26	Application for service approval – family day care service
63	Assessing approved education and care services
97	Emergency and Evacuation procedures
103	Premises, furniture and equipment to be safe, clean and in good repair
104	Fencing
105	Suitable and sufficient furniture, materials and developmentally appropriate equipment
106	Laundry and hygiene facilities
109	Toilet and hygiene facilities
110	Ventilation and natural light
116	Assessments of family day care residences and approved family day care venues
116 (2)	The suitability of nappy change arrangements- Water hazards- Risk posed by animals
117	Glass
163 (1), (2)	Residents at family day care residence and family day care educator assistants to be fit and proper persons
168	Education and care service must have policies and procedures
169	Additional policies and procedures – family day care service
170	Policies and procedures to be followed
172	Notification of change to policies or procedures
176A	Prescribed information to be notified to approved provider by family day care educator
177	Prescribed enrolment and other documents to be kept by approved provider
274	Swimming pools

**SOURCES**

- ACECQA. (2021). Policy and procedure Guidelines. Assessment and Re-assessment of Residences and Venues for family day care
- ACECQA- (2018). Assessments of family day care residences and venues
- Kidsafe NSW. Kidsafe Family Day Care Safety Guidelines. 7th Edition. (2020).
- Clarence Family Day Care Policies