

Clarence Family Day Care is committed to delivering a quality education and care service to all children enrolled at Camden Family Day Care. We recognise that the safety and well being of Educators, staff, parents and children who attend the service is paramount and that regular and thorough monitoring of Educators delivery of the education and care service and premises is necessary to minimise potential risks and ensure all children receive a quality service. The Coordination Unit staff continue to provide Educators with training, resources, information and support. FDC Educators are also responsible for keeping their knowledge up to date and sourcing training and resources.

The focus of this policy is to recruit and register suitable Educators, and to continue to monitor and assess their suitability to deliver an education and care service which complies with the National Quality Framework.

SCOPE

This policy applies to the Approved Provider, Staff, Coordinators, Educators, Educator Assistants and potential Educators of Clarence Family Day Care.

PROCEDURES

RECRUITMENT PROCEDURE

- Staff provide initial information regarding the recruitment process and complete a Prospective Educator Form which is retained in the Prospective Educator folder.
- Staff email or post a Prospective Educator Information Pack which includes:
 - Prospective Educator Guide;
 - Engagement of FDC Educators: Educator Recruitment, Assessment, Registration and Deregistration Policy
 - Expression of Interest to become Application to become a FDC Educator form
- Once an application form has been returned to the coordination unit the application will be assessed, and if suitable the applicant will be contacted to attend an initial interview at the coordination unit.
- A prospective Educator must disclose if they have been registered with another Family Day Care Service on their application.
- At a time convenient to staff and applicant, a preliminary assessment of the home will be undertaken.
- Confirmation of location of premises in relation to bush fire zones and any required assessment process will be conducted.
- Reference checks will be conducted by coordination unit staff and the prospective Educator will be assessed against the following criteria;
 1. Knowledge, experience and a qualification in early childhood. (Educators must hold a minimum qualification in Children's Services—Certificate III)
 2. Attitude and commitment to the aims of the service
 3. Maturity, health, physical and emotional ability to care for young children
 4. Communication skills with adults and children
 5. Demonstrated awareness of and sensitivity towards the needs of young children and their families including a range of cultures, religions and disabilities.
 6. Administrative skills and/or experience that will assist in running their own business
- The criteria for the recruitment and registration of Educators will be based on, but not limited to:
 1. Demand for care, and needs of families on the waiting list.
 2. The area in which the prospective Educator resides.
 3. The qualifications and experience of the prospective Educator.
 4. The suitability of the prospective Educator's care environment

- If the applicant satisfactorily meets the selection criteria prospective Educators will be invited to attend an Orientation which includes full attendance of compulsory training.
- Applicants are expected to:
 1. Complete all training and any assessment tasks
 2. Attend the premises of a mentoring Educator (if applicable)
 3. Obtain a Working with Children Check for all adult members residing at the premises and any other required documentation
 4. Ensure that they have a current first aid qualification in line with regulation 136(3) of the National Education & Care Regulations and Law.
 5. Complete the Safety Assessment of FDC Premise including all required certifications.
 6. Obtain a Medical Certificate from a medical practitioner stating that the Educator is suitably fit and healthy to provide education and care service to children (if required)
- A Prospective Educator application may be rejected for reasons that include, but will not be limited to the following: (please note that this could occur at any stage of the recruitment and orientation process)
 1. Unsatisfactory Working with Children Check of Applicant or any household member
 2. Unsatisfactory character of the applicant or household member
 3. References unavailable or unfavourable
 4. Unsatisfactory Safety Assessment of FDC Premise of the applicant's premise (residence or venue)
 5. Unsatisfactory medical report
 6. Inability to demonstrate the capacity to supervise and care for the children adequately
 7. Refusal by the prospective Educator to comply with any obligation within the Services including legislative requirements
 8. Unsatisfactory completion of training requirements
 9. Incompatibility with Clarence FDC Service Philosophy

ASSESSMENT OF THE EDUCATORS PREMISES

- A preliminary Safety Assessment of FDC Premise is conducted by coordination unit staff and recommendations made for improvement prior to the registration of a prospective Educator.
- On registration, Educators are required to conduct daily safety checks and identify and rectify any potential hazards immediately.
- An Educator and a staff member will conduct annual Educator Residence Risk Assessment, generally May/June each year.
- If a staff member identifies any hazard during regular home visits or whilst conducting the annual Safety Assessment of FDC Premise, the potential danger will be discussed and the Educator will have the opportunity to demonstrate how the risk can be removed or minimised. If a parent or staff member identifies any area of the Educators premises as posing a risk, unsafe or noncompliant with the Education and Care Services National Regulation and the National Quality Standards the matter should be referred to the Nominated Supervisor – it will be investigate immediately.
- Failure to comply with Education and Care Services National Regulation and National Quality Standards may lead to the removal of the Educators name from the Family Day Care Register. (Refer to De-registration below and the Complaints Policy).
- Staff will also document any observations of the education and care environment, and provide recommendations where required. Home visit information will be recorded including the time and date of visits.
- Educators must advise the Nominated Supervisor of the service of:
 1. Any proposed renovation to the premises (Refer to Providing a Safe Environment Policy)
 2. Any changes relating to the premises affecting the previous Educator Residence Risk Assessment e.g. new pet, change of vehicle or water feature.

- Educators who move to another premises must successfully complete a Safety Assessment of FDC Premise including all required certifications prior to recommencing.

EDUCATOR REGISTRATION

- Successful Educators will be required to sign an agreement with the Clarence Family Day Care Service outlining the requirements of the registration.
- Clarence Family Day Care service will maintain a register of current Educators at the coordination unit.
- Registered Educators will be provided with a registration certificate which must be displayed in a prominent position at the Educators premises.
- Educators must display in a prominent position at their premises the list of prescribed information provided by the coordination unit staff.
- Educators must have copies of the Education and Care Services National Regulation and National Law and the Clarence Family Day Care Policies and Procedures Manual accessible to all families, staff and any visiting authority. The Educator is responsible for ensuring that visitors know where these items are located.

SIX MONTH PROBATIONARY PERIOD

- The first six months of registration is considered a training period in which the Educators receive regular and ongoing support and assessment from the coordination unit staff
- Staff will conduct regular home visits and telephone calls to provide support and guidance to Educators and to monitor Educators performance. Professional recommendations for improvement will be provided and documented.
- If the Educator has been unable to demonstrate the ability to work within the National Quality Framework and the Clarence Family Day Care Service Policies and Procedures, despite the support provided over the initial six months, the registration may not be renewed. The renewal of the Educators registration is dependent on;
 1. Demonstrated positive child education and care practices including appropriate programming and planning based on the Early Years Learning Framework or the My Time, Our Place Curriculum
 2. Positive interactions between staff, parents and children
 3. Commitment to professional development and attendance at training workshops
 4. Effective administration and compliance to record keeping
 5. Compliance to National Quality Framework, including regulations and standards and Family Assistance Law.
 6. Understanding and compliance to the service policies and procedures.

MONITORING, SUPPORT AND SUPERVISION OF EDUCATORS

- Educators are supervised, monitored and provided with professional support, guidance and any improvement recommendations through regular home visits conducted by coordination unit staff. Educators will also receive ongoing communication via the telephone and email.

REGISTRATION OF EDUCATOR ASSISTANTS

- A suitable person may apply to the service to register as an approved Educator Assistant. The Educator Assistant would need to meet all the criteria and complete the service orientation process as required by a registered Educator. Instances where the Educator Assistant is permitted to take responsibility for the children as outlined above must also be;
 1. For a period of less than four hours
 2. Approved by the Service Manager
 3. Where written notice has been provided to all parents
 4. Where written authorisation from each parent has been received and forwarded to the coordination Unit.
- Educator Assistants may provide assistance to the registered Educator by;
 1. Transporting children
 2. Providing education and care to the children in emergency situations, including when the registered Educator requires urgent medical treatment.

3. Provide education and care to the children when the registered Educator needs to attend an appointment (other than a regular appointment).
4. Provide assistance to the registered Educator whilst the Educator is providing the education and care service to children.

ANNUAL RE REGISTRATION OF REGISTERED EDUCATORS & EDUCATOR ASSISTANTS

- All Educators and Educator Assistants are re-registered annually. The Approved Provider is under no obligation to re-register an Educator. Re registration is dependent on the Educators and Educator Assistants meeting the requirements of the signed agreement with Clarence Family Day Care including:
 1. The Education and Care Services National Regulation, National Law and National Quality Standards
 2. Clarence Family Day Care Policies and Procedures
 3. Family Assistance Law
- Prior to re registration an Educator and Educator Assistant are required to successfully complete all required paperwork:
 1. Successfully complete the Safety Assessment of FDC Premise in consultation with a coordination unit staff member, including all necessary certifications in relations to vehicles, glass, swimming pools and fire equipment.
 2. Annual Re-registration documentation
 3. Provide a current medical certificate (if requested).
 4. Complete any other required paperwork which may include, but not limited to, risk assessments for Emergency Identification, Pets, Large bodies of Water.
- Show a commitment to professional development training by attending appropriate workshops and/or complete online training.

DE-REGISTRATION OF EDUCATORS AND EDUCATOR ASSISTANTS

- Where there are issues of poor performance (that do not result in breaches of the Regulations), staff will discuss and document the issue, provide recommendations and support the Educator through an improvement plan. Educators on an improvement plan must make every effort to work through the process and may receive additional support visits from the Coordinator. Continued poor performance or inappropriate conduct of an Educator or an Educators family member and/or an unwillingness for improvement will result in a letter of warning from the Approved Provider. The Approved Provider and Nominated Supervisor may request a meeting be held to discuss the matter.
- Where a complaint or issue is made about an Educator or member of the Educator's family, the Nominated Supervisor of the service will investigate, document and provide the Educator with an opportunity to discuss the issue and respond to the complaint. The Educator will be provided with a copy of the recorded investigation and any subsequent recommendations. (Refer to the Feedback and Complaints Policy).
- The Nominated Supervisor will report all complaints to the Approved Provider and determine if the Regulatory Authority or NSW Ombudsman's office should be notified.
- All complaints will be recorded on the Service Complaints Register.
- Educators, who fail to maintain quality standards, accept professional recommendations for service improvement or who demonstrate continued poor performance may result in the Nominated Supervisor recommending the Approved Provider remove their name from the Clarence Family Day Care Register.
- Where there is a breach of the Education and Care Services National Regulations, the signed Agreement with the Service or the Family Assistance Law the breach will be recorded and the Approved Provider notified. The Educator will also receive a letter outlining the breach and the recommendation from the Approved Provider as to whether the Educator will be suspended from duties until the breach is amended or the Educator's name is removed from the Register. Any breach of the Education and Care Services Regulation will be reported to the Department of Education and Communities Regulatory Authority who may conduct further investigation or request further action. Any breach to the Family Assistance Law may be reported to the Department Education, Skills & Employment Compliance Team who may conduct further investigation.
- Any breach to compliance where the Approved Provider considers that children may have been placed at risk of harm will result in the immediate removal of any family day care children present and the Educator's name

from the Register. Breaches where it is identified that an Educator has placed children at risk of harm will also be reported as per the NSW Mandatory Reporters and Child Safe guidelines, and to the regulatory authority.

- De-registered Educators will be notified in writing by the Approved Provider and all reports and correspondence regarding the deregistration will be retained on the Educators file at the coordination unit.
- Where the nature of the de-registration does not have any bearing on a family or child enrolled at the service the information regarding the de-registration will remain confidential.

NATIONAL ECEC REGULATIONS

168 – Education and care service must have policies and procedures
169 – Additional policies and procedures – Family Day Care Services

NATIONAL QUALITY STANDARDS

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.

REFERENCE & RELATED INFORMATION

- Clarence Family Day Care policies
 - Complaints Policy
 - Assessment of Educators, Assistants and Persons Residing at FDC Residences
- Family Day Care Australia www.familydaycare.com.au/careers