

Document Name	Document Version Number	Review Date
Monitoring support and supervision of Family Day Care Educators Policy	1.0.1	September 2019
Date Adopted	Minute Number	Status
20 September 2017	4819	Re Adopted, No Alterations

Purpose

To ensure that Family Day Care Educators are provided with appropriate support and supervision to achieve high quality care and education for children, encourage continuous improvement and ensure that professional standards guide practice, interactions and relationships.

Scope

All Educators, Relief Educators, staff members and management of the service.

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.

Educational Leader: the educational leader leads the development and implementation of educational programs in the service.

Support Coordinator: formally known as Child Development Officer, and referred to as Coordinator in Education and Care Services National Regulations 2011 and National Quality Standards; supports and facilitates the overarching needs of educators and children and assists the Service Manager.

Policy Content

Greater Hume Children Services will ensure that:

- i. Educators, coordinators and staff members are respectful and ethical in their approach to the service and recognise each other's strengths and skills.
- ii. appropriate governance arrangements and administrative systems are in place to manage the service.
- iii. the induction of Educators, coordinators and staff members is comprehensive.
- iv. every effort is made to promote continuity of Educators and staff at the service.
- v. provision is made to ensure that a suitably qualified and experienced Educational Leader leads the development of the curriculum and ensures the establishment of clear goals and expectations for teaching and learning.
- vi. conditions outlined in the Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at Family Day Care Residences Policy are met.
- vii. there is a commitment to continuous improvement.
- viii. the service's statement of philosophy will guide all aspects of the service's operations.
- ix. the performance of Educators, coordinators and staff members is evaluated and individual development plans are in place to support performance improvement.

- x. effective communication channels are operating between Educators and the coordination unit.
- xi. Support Coordinators provide announced and unannounced visits to Educators' premises on a regular basis.
- xii. the service will encourage regular participation of Educators at playgroup sessions.
- xiii. additional support is provided to Educators when requested or where there are critical instances or extenuating circumstances.
- xiv. procedures are in place to clearly define steps for addressing unsatisfactory performance of Educators or breaches of service policy or statutory requirements.

Links to Policy

Greater Hume Shire child protection policy and procedure

Greater Hume Shire council model code of conduct

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

Assessment Approval and Reassessment of Approved Family Day Care Residences and Family Day Care Venues

Engagement and Registration of Family Day Care Educators

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

Visitors to the Family Day Care Residence and Venues

Provision of Information assistance and Training to Family Day Care Educators

Links to Procedure

Dealing with Infectious Disease Procedure

Nutrition Food and Beverages and Dietary Requirements Procedure

Incident Injury Trauma and Illness Office Procedure

Incident Injury Trauma and Illness Educator Procedure

Child Safe Environment Office Procedure

Child Safe Environment Educator Procedure

Links to Forms

Nil

References

Australian Children's Education and Care Quality Authority (2011). Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2016.

Australian Children's Education and Care Quality Authority (2011). National Quality Standards.

Australian Children's Education and Care Quality Authority (2011). Guide to the National Quality Framework.

Australian Children's Education and Care Quality Authority (2011). Guide to the National Quality Standard.

Firth, J, Kambouris N, & O'Grady O. (2003). Health and Safety Model Policies and Practices. (2nd ed.).

National Health and Medical Research Council. (2005). Staying Healthy in Childcare: Preventing Infectious Diseases in Child care (4th Ed.).

Greater Hume Shire Council Policies and Procedures

Greater Hume Children Services Policies and Procedures

Responsibility

Service Manager

Document Author

Service Manager

Relevant Legislation

Education and Care Services National Regulations 2011 90, 168 (2) (d)

Education and Care Services National Law Act 2010

Local Government Act 1993

Associated Records

Nil