

## Document Control

Document Name	Document Register Number	Review Date
Engagement and Registration of Family Day Care Assistants Policy	1.0.2	November 20
Date Adopted	Minute Number	Summary of Changes
21 February 2018	4914	Revised

## Purpose

To create and maintain a positive and professional approach through the provision of effective induction and development procedures for Educators' assistants.

## Scope

All Educators, Relief Educators, staff members, management, parent/guardians and volunteers with 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.

## Policy Content

Greater Hume Children Services will ensure that:

- i. any potential Family Day Care Educator Assistant is provided with information about the service and its philosophy and the requirements that they are required to meet in order to be approved as a registered Family Day Care Educator Assistant.
- ii. all Educator Assistants are provided with comprehensive training and induction so as to ensure they have a clear understanding of the specific requirements of their role as an Educator Assistant and the expectations for their performance and suitability.
- iii. Educator Assistants understand the stringent requirements working with children, specifically the requirement that all Educators, Educator Assistants and other adults residing at approved premises are deemed fit and proper as determined by the Commission for Children and Young People.
- iv. Educator Assistants are at least 18 years of age.
- v. Educators are required to hold a current New South Wales or Victorian Working with Children Check (depending on the state in which they operate) or Victorian Institute of Teaching (VIT) registration.

## 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

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

Incident Injury Trauma and Illness

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**

Excursions Procedure

Dealing with Medical Conditions Procedure

Nutrition Food and Beverages and Dietary Requirements Procedure

Incident Injury Trauma and Illness Educator Procedure

Incident Injury Trauma and Illness Office Procedure

Child Safe Environment Educator Procedure

Child Safe Environment Office Procedure

Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students

## **References**

Nil

## **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