

Document Name	Document Version Number	Review Date
Provision of Information Assistance and Training to Family Day Care Educators Policy	1.0.1	October 2019
Date Adopted	Minute Number	Status
18 October 2018	4838	Re Adopted, No Alterations

### Purpose

To ensure that all Educators in the service are appropriately informed, fully supported and provided with opportunities for training and development to provide motivation and positive levels of satisfaction.

### Scope

All Educators, Relief Educators, staff and management.

### 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. The Service Manager has agreed to the position of educational leader at the service.

### Policy Content

Greater Hume Children Services will ensure that:

- i. Educators and staff members work collaboratively and affirm, challenge, support and learn from each other to further develop their skills and to improve practice and relationships.
- ii. effective leadership is provided to enable the establishment and maintenance of a professional workplace with open communication, respectful debate and further professional learning.
- iii. positive organisation culture is promoted and a professional learning community is built.
- iv. the induction of Educators, coordinators and staff members is comprehensive.
- v. Educators are actively working towards a minimum of Certificate III in Children's Services, if not already attained.
- vi. Educators are encouraged to pursue further education to develop their skills in the education of children.
- vii. every effort is made to promote continuity of Educators and coordinators at the service.
- viii. provision is made to ensure that a suitably qualified Educational Leader leads the development of the curriculum and ensures the establishment of clear goals and expectations.
- ix. the performance of Educators, coordinators and staff members is evaluated and individual development plans are in place to support performance improvement.
- x. there is a commitment to continuous improvement.
- xi. the service's statement of philosophy will guide all aspects of the service's operations.

- xii. the service provides regular information on local training opportunities, and will encourage and provide its own targeted information programs.
- xiii. service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly. Provision and training in the implementation of the policies and procedures is provided to Educators.

## 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

Provision of Information assistance and Training to 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

## Links to Procedure

Payment of Fees Office Procedure

Payment of Fees Educator Procedure

Incident Injury Trauma and Illness Office Procedure

Incident Injury Trauma and Illness Educator Procedure

Enrolment and Orientation Office Procedure

Excursions Procedure

Dealing with Medical Conditions 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

Nutrition Food and Beverages and Dietary Requirements Procedure

Dealing with Infectious Disease 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.).

**Responsibility**

Service Manager

**Document Author**

Service Manager

**Relevant Legislation**

Education and Care Services National Regulations 2016

Education and Care Services National Law Act 2010

Local Government Act 1993

**Associated Records**

Nil