

## Document Control

Document Name	Document Register Number	Review Date
Keeping a Register of Family Day Care Educators Policy	1.0.2	November 20
Date Adopted	Minute Number	Summary of Changes
21 February 2018	4914	Revised

## Purpose

To create and maintain a register of Family Day Care Educators and assistants in accordance with clause 153 of the Education and Care Services National Regulations 2011.

## Scope

Staff and management, Educators, Relief Educators, parent/guardians and volunteers.

## 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.

Certified Supervisor: is the responsible person under the Education and Care Services National Regulations when the Nominated Supervisor is unavailable. The Certified Supervisor has agreed to the position and the specified terms under which they take the position of responsible person.

Nominated Supervisor: is the responsible person of the service under the Education and Care Services National Regulations 2011. The Service Manager has agreed to the position of responsible person and Nominated Supervisor of the service.

## Policy Content

Greater Hume Children Services will ensure that the register is developed and maintained of Family Day Care Educators and includes the following information in relation to each Family Day Care Educator engaged by or registered with the service:

- i. the full name, address and date of birth of the Educator.
- ii. the contact details of the Educator.
- iii. the address of the residence or approved Family Day Care venue where the Educator will be providing education and care to children as part of the service, including a statement as to whether it is a residence or a venue.
- iv. the date that the Educator was engaged by, or registered with, the service.
- v. when applicable, the date that the Educator ceased to be engaged by or registered with the service, for the period of three years following that date.
- vi. the days and hours when the Educator will usually be providing education and care to children as part of the service.
- vii. if the Educator is an approved provider, the number of the provider approval and the date the approval was granted.
- viii. if the Educator is a Certified Supervisor, the number of the supervisor certificate and the date it was granted.
- ix. evidence of any relevant qualifications held by the Educator, or if applicable that the Educator is actively working towards that qualification as provided under regulation 10.
- x. evidence that the Educator has completed; current approved first aid training, current approved anaphylaxis management training and current approved emergency asthma management training.
- xi. evidence of any other training completed by the Educator.
- xii. if the Educator will be providing education and care to children in a jurisdiction with a working with children law or a working with vulnerable people law, a record of the identifying number of the check conducted or card issued under that law and the expiry date of that check or card (if applicable).

- xiii. for each child educated and cared for by the Educator as part of the Family Day Care service; the child's name and date of birth and the days and hours that the Educator usually provides education and care to that child.
- xiv. if the education and care is provided in a residence; the full names and dates of birth of all persons aged 18 years and over who normally reside at the Family Day Care residence, and the full names and dates of birth of all children aged under 18 years who normally reside at the Family Day Care residence.
- xv. a record of the identifying number of the New South Wales or Victorian (depending on the state in which the Educator operates) Working with Children Check, Working with Children Card, Working with Vulnerable People Check or Criminal History Record Check or teacher registration of each person referred to in paragraph (xiv) who is required to provide the check, card, record or registration under regulation 163 and the date of expiry of that check, card or registration, if applicable, and:
- xvi. the date that the check, card, record or registration was sighted by the approved provider or Nominated Supervisor of the service.

### **Links to Policy**

Greater Hume Shire Child Protection Policy and Procedure

Greater Hume Shire Council Model Code of Conduct.

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

Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students

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**

Nil

### **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