

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.

Links to Policy

Greater Hume Shire Child Protection Policy and Procedure (No. 75)

Greater Hume Shire Council Model Code of Conduct

Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students (GHCS.GOV.POL.010.1)

Emergency and Evacuations (GHCS.GOV.POL.006.1)

Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid (GHCS.GOV.POL.007.1)

Incident Injury Trauma and Illness (GHCS.GOV.POL.008.1)

Monitoring Support and supervision of Family Day Care Educators (GHCS.GOV.POL.019.1)

Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises (GHCS.GOV.POL.020.1)

Provision of Information assistance and Training to Family Day Care Educators (GHCS.GOV.POL.022.1)

Links to Procedures

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

Responsibility

Service Manager

Relevant Legislation

Education and Care Services National Regulation 2011 Regulation 168 (2) (i)
 Education and Care Services National Law Act 2010
 Australian Government Department of Education Employment and Workplace Relations Child Care
 Services Handbook 2011-2012

Associated Records

Document Control

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