

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. The Service Manager has agreed to the position of educational leader at 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 (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)
Incident Injury Trauma and Illness (GHCS.GOV.POL.008.1)
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)
Assessment Approval and Reassessment of Approved Family Day Care Residences and Family Day Care Venues (GHCS.GOV.POL.016.1)
Engagement and Registration of Family Day Care Educators (GHCS.GOV.POL.017.1)
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)
Visitors to the Family Day Care Residence and Venues (GHCS.GOV.POL.021.1)
Provision of Information assistance and Training to Family Day Care Educators (GHCS.GOV.POL.022.1)

Links to Procedures

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

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 2011.
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

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

Document Control

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