

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

### Links to Procedures

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

### 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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