

Document Control

Document Name	Document Register Number	Review Date
Engagement and Registration of Family Day Care Educators Policy	1.0.2	February 2020
Date Adopted	Minute Number	Summary of Changes
21 February 2018	4914	Revised

Purpose

To create and maintain a positive and professional approach through the provision of effective induction and development procedures for Educators.

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. all potential Educators are provided with information about the service, its philosophy and the requirements that they are required to meet in order to register as a Family Day Care Educator.
- ii. all Educators are provided with comprehensive training and induction so as to ensure they have a clear understanding of the specific requirements of their role as a self-employed Educator and the expectations for their performance and suitability.
- iii. Educators understand the stringent requirements working with children, specifically the requirement that all Educators and other adults residing at approved premises are deemed fit and proper as determined by the Commission for Children and Young People.
- iv. Educators are at least 18 years of age.
- v. Educators hold a valid New South Wales or Victorian Working with Children Check, or in Victoria, a Victorian Institute of Teaching (VIT) registration, depending on the state in which the Educator operates.

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

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

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

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