

ENGAGEMENT OR REGISTRATION OF FAMILY DAY CARE EDUCATOR ASSISTANTS

POLICY

To assist the family day care educator in the provision of professional service delivery; ensuring the health, safety and wellbeing of children at the service.

An educator may engage their nominated educator assistant in order to provide assistance whilst the educator is educating and caring for children, and when the educator is absent in limited circumstances.

Educators' Assistants will:

- Be a minimum 18 years of age;
- Hold a current approved first aid qualification; hold a current approved CPR qualification; hold current approved anaphylaxis management training; and hold current approved emergency asthma management training;
- Meet the requirements for the Working with Children Check;
- Be physically and emotionally able to care for young children.

PROCEDURE

An educator may nominate a potential educator assistant; written consent from each family in care must be provided and submitted with the application to the Coordination Unit before a decision is made.

The potential educator assistant must undertake an interview, complete an application form and provide any required supporting documentation. They must agree to attend any required educator assistant training and provide evidence of this.

The potential educator assistant must undertake training in child protection (and keep this up to date annually), and have a working knowledge of health and safety procedures. These procedures may include but are not limited to fire safety, food safety, behaviour management, transportation safety, and health and hygiene practices.

The educator assistant will be considered for the position after the registered educator has been working for 12 months, and the applicant has spent considerable time in the presence of the family day care clients.

Before registering the educator assistant with Building Futures Care, and before the educator assistant is engaged by the educator, parents are provided with information about the educator assistant and their role within the service.

An approved educator assistant is to be listed on the educators' registration certificate and information about the educator assistant is to be maintained within the register and educator's file with Building Futures Care.

An approved family day care educator assistant can be used to assist the family day care educator while the educator is educating and caring for children as part of the family day care service. It would be appropriate to engage and educator assistant”

- To allow the educator to better attend to the needs of all the children in care;
- To allow the educator to provide opportunities for better quality outcomes for all children in care;
- In situations where the educator is absent (as per stipulations below);
- In emergency situations, including if the educator requires urgent medical attention or treatment.

In the absence of the family day care educator an educator assistant can be used:

- to transport a child between the family day care residence or approved family day care venue and a school;
- or another education and care service or children’s service;
- or the child’s home;
- or in the absence of the family day care educator, in emergency situations, including when the educator requires urgent medical care or treatment; or
- in the absence of the family day care educator, to enable the educator to attend an appointment (other than a regular appointment) in unforeseen or exceptional circumstances, if:
 - the absence is for less than 4 hours; and
 - the approved provider of the family day care service has approved that absence; and
 - notice of that absence has been given to the parents of the child.

Additional Information and Requirements:

- Both the educator and parents must complete a general ‘engagement of educator assistant’ permission form which identifies the common occasions when an educator assistant may be utilised.
- In the case of non-regular appointments (e.g. doctor’s appointment) a ‘notice of absence’ permission form must be completed by the educator and parents. The Coordination Unit must be notified and approve absences for non-regular occasions before they occur.

RELEVANT LAWS, SOURCES AND OTHER PROVISIONS

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011 (119; 144)

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