

## ENGAGEMENT OR REGISTRATION OF FAMILY DAY CARE EDUCATORS

### POLICY

To ensure that the best possible educators are attracted to and retained by Building Futures Care.

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

To engage and register Family Day Care (FDC) Educators who meet the obligations in relation to the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011.

FDC Educators will:

- Be a minimum 18 years of age;
- Must hold, or be actively working towards, at least an approved Certificate III level education and care qualification; **according to the National Regulations working towards this qualification means the Educator is actively enrolled in the qualification and has provided us with documentary evidence of their enrolment. The Educator must have begun the course and be shown to be actively progressing to complete the course.**
- 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 **and police check as outlined in Regulation 143a**
- Be physically and emotionally able to care for young children.

### PROCEDURE

#### **Potential FDC Educators must:**

Submit a written application for the position of FDC educator, accompanied by copies of any relevant qualifications, written references, copy of Working with Children's Check and other appropriate documentation.

Ensure they have the relevant qualifications, certificates and Working with Children Check as stated above in the Policy.

Ensure they also have a Working with Children Check for any persons over the age of 18 residing at or frequently visiting their home.

**Ensure they hold insurance against public liability with a minimum cover of \$10,000,000.**

Provide the Coordination Unit with a minimum of two referees, who must not be related to the Educator. Referees will be asked to respond to questions relating to the suitability of the Educator to provide care and education for children.

Be prepared to interview with the Coordination Unit and have the Coordination Unit inspect their home during the normal hours in which they operate their service. The Coordination unit will assess the safety of their home environment, according to the Education and Care Services Regulations. **During this interview a member of the coordination unit will take all reasonable steps to ensure the applicant has adequate knowledge and understanding of the provision of education and care to children in accordance with Regulation 143a. The coordination unit will also take into account the two references provided as to the applicant's ability to provide a satisfactory level of care and education to children.**

Ensure that their home complies with the Education and Care Services Regulations and is adequate for the provision of care the service.

Be prepared to sign an agreement stating their obligations as an educator and as a member of the Building Futures Care scheme.

Be prepared to abide by the policies and procedures of the Scheme and the relevant legislation relating to Family Day Care.

Be prepared to abide by the Code of Conduct at all times.

Attend training sessions arranged by the scheme as part of their induction process. Induction process is on Service Policies and Procedures.

**Educators must undertake all initial training and it is the Educator's responsibility to ensure this training is kept up to date. Our coordination unit may be able to assist you to undertake this training in conjunction with our child care services. The following training is a requirement of your role as a family day care educator:**

- First Aid and CPR
- Child Protection
- Food Handling
- Fire Safety

**Educators who are interested in the Montessori program and encouraged to contact the Coordination Unit for further information.**

### **The Coordination Unit:**

Will conduct an interview and initial residence visit to assess the suitability of the potential FDC educator and residence or venue.

Will make contact with the prior scheme/s for a written reference if the Educator has previously held registration as an educator with another family day care service scheme.

Once all compliance criteria are met, a contract is signed by the Educator and the Coordination Unit; contracts are valid for 12 months from the date of issue. Contracts and residences will be reviewed on an annual basis and a new contract will be issued once the annual assessment is complete.

Will issue the Educator with a Certificate of Registration and Membership; and will implement procedures to ensure the Certificate of Registration is displayed in a prominent place; and that upon resignation/termination of the contract, the Certificate of Registration is returned to Building Futures Care for cancellation.

Will provide all Educators with information about the scheme, its philosophy and the requirements that they need to meet in order to register as a Family Day Care Educator.

All Educators are provided with comprehensive training and induction to ensure they have a clear understanding of the specific requirements of their role as a FDC Educator, the stringent requirements working with children, and the expectations for their performance and suitability.

#### RELEVANT LAWS, SOURCES AND OTHER PROVISIONS

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011 (10; 30; 119; 127; 136; 143; 163)

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