

KEEPING A REGISTER OF FAMILY DAY CARE EDUCATORS AND ASSISTANTS

POLICY

Building Futures Care will keep an up to date register of all educators and educator assistants.

PROCEDURE

The register for **Educators** will include:

- the full name, address and date of birth of the educator;
- the contact details of the educator;
- the address of the residence or approved family day care venue where the educator will be providing education and care to children as part of the service, including a statement as to whether it is a residence or a venue;
- the date that the educator was engaged by, or registered with, the service;
- the date that the educator ceased to be engaged by or registered with the service (if applicable);
- the days and hours when the educator will usually be providing education and care to children as part of the service;
- if the educator is an approved provider, the number of the provider approval and the date the approval was granted;
- any relevant qualifications held by the educator; or if applicable, that the educator is actively working towards a relevant and appropriate qualification;
- evidence that the educator has completed current approved first aid training, current approved anaphylaxis management training and current approved emergency asthma management training;
- evidence of any other training completed by the educator
- the identifying number of the educators current working with children check, current working with children card and the date of expiry of that check and/or card;
- the date that the check and/or card was sighted by the approved provider or a nominated supervisor of the service;
- the full names and dates of birth of all persons aged 18 years and over who normally reside at the family day care residence;
- the full names and dates of birth of all children aged under 18 years who normally reside at the family day care residence

A register will also be kept as evidence that the educator is adequately monitored and supported by the Coordination Unit while the educator is providing education and care to children. This will include the following information:

- the dates and times of any visits by the coordinator to the family day care residence or family day care venue for the purpose of monitoring or support;
- the dates and times of any telephone calls between the coordinator and the educator for the purpose of monitoring or support;
- details of any correspondence or written materials provided to the educator by the coordinator for the purpose of monitoring or support and the dates and times the correspondence or materials were provided to the educator.

A record is also kept on the software for:

- each child educated and cared for by the educator as part of the family day care service containing;
 - the child's name and date of birth; and
 - the days and hours that the educator usually provides education and care to that child

The register for **Educator Assistants** will include:

- the full name, address and date of birth of the educator assistant;
- the contact details of the educator assistant;
- the name of the family day care educator to be assisted by the educator assistant;
- the address of the residence or approved family day care venue where the educator assistant will be providing education and care to children as part of the service, including a statement as to whether it is a residence or a venue;
- the date that the educator assistant was engaged by or registered with the service;
- the date that the educator assistant ceased to be engaged by or registered with the service (if applicable);
- evidence of any relevant qualifications held by the educator assistant;
- evidence that the educator assistant has completed current approved first aid training; and current approved anaphylaxis management training; and current approved emergency asthma management training;
- evidence of any other training completed by the educator assistant
- the identifying number of the educator assistants current working with children check, current working with children card and the date of expiry of that check and/or card;
- the date that the check and/or card was sighted by the approved provider or a nominated supervisor of the service.

The register for **Coordinators** and any other persons employed by the scheme will include:

- the full name, address and date of birth of the co-ordinator;
- the contact details of the co-ordinator;
- the date that the co-ordinator was employed or engaged by the service;
- the date that the co-ordinator ceased to be employed or engaged by the service (if applicable);
- if the co-ordinator is an approved provider, the number of the provider approval and the date the approval was granted;
- evidence of any relevant qualifications held by the co-ordinator;

- if the co-ordinator will be providing education and care to children, evidence that the co-ordinator has completed—
- current approved first aid training; and
- current approved anaphylaxis management training; and
- current approved emergency asthma management training;
- evidence of any other training completed by the co-ordinator;
- current working with children check and the expiry date of that check

This register will be kept in the Coordination Unit office and on the electronic file Sharepoint and any relevant changes or updates made as necessary when new educators, assistants or coordinators join the scheme.

RELEVANT LAWS, SOURCES AND OTHER PROVISIONS

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011 (153)

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