

## *MONITORING, SUPPORT AND SUPERVISION OF FAMILY DAY CARE EDUCATORS*

### *POLICY*

The Coordination Unit will ensure that Family Day Care Educators are provided with appropriate support and supervision to achieve and maintain high quality care and education for children; encouraging continuous improvement within the family day care service and ensuring that relevant legal requirements are met.

The Coordination Unit aims to identify and support educators and children with special needs, and to be responsive to the personal needs of educators that may affect care to children (e.g. management of workload).

### *PROCEDURE*

The Coordination Unit will visit FDC Educators on a regular basis at their approved residence or venue. Visits will occur at different times of the day to ensure a broad knowledge of the Educator's activities are captured. Visits may be scheduled, or spontaneous and unannounced. An Educator cannot refuse entry of Coordination Unit staff conducting a visit whilst education and care is being provided.

Visits to the service provide a link between the child, Building Futures Care, the family and the wider community. The main purpose of visits is to monitor the quality of care and to provide support. The Educator can rely on the Coordination Unit to assist with resources and be a sounding board, providing guidance.

New Educators will be visited on a weekly basis for a period of time determined by the Coordination Unit and the Educator, and then at least monthly thereafter.

In circumstances where Educators provide care to children who require additional support, the Coordination Unit will endeavour to visit the service as often as needed by the Educator.

When a new child commences at the service, the Coordination Unit will visit within the first month of that child commencing care.

Educators can request additional visits anytime and the Coordination Unit will arrange a suitable time to visit.

At the conclusion of each visit, the Coordination Unit will complete documentation of the visit. This will be confirmed and signed by the Educator and a copy returned to them if requested. The documentation is kept on the Educators file.

Some families may live in rural and remote locations where distance and/or isolation prevents them easily accessing childcare services. The approved provider of a family day

care service may approve, in writing, a family day care educator to educate and care for more than 7 children, or more than 4 children who are preschool age or under, at any one time if the family day care residence or approved family day care venue is in a rural or remote area and no alternative education and care service is available.

Effective communication channels between the Educators and the Coordination Unit are highly important. Educators are welcome to arrange time to come in to the Coordination Unit's office in between home visits to discuss matters, and are encouraged to also utilise other communication methods such as phone, email, Skype/Facetime or appropriate and approved social media platforms.

The Coordination Unit will provide the Educator with the details of a contact person who is 'on call' outside of normal business hours and on weekends.

The Coordination Unit will ensure appropriate governance arrangements and administrative systems are in place to manage the service.

Educators, coordinators and staff members receive a comprehensive induction, and every effort is made to promote continuity of Educators and staff at the service.

Coordinators will ensure Educators have a current educational program that is easily accessible and available on request. We will support educators to develop their program and monitor this to ensure it meets the following criteria:

- Delivered in accordance with and based on the approved learning framework; Early Years, Learning Framework and My Time Our Place (and links to the Montessori practices where appropriate)
- Educators will be supported to ensure this program contributes to the approved learning framework and is applicable to the children in care.
- Journals or portfolios of children's learning will be monitored to ensure they are used as tools to analyse children's learning and development.
- Educators who are interested in delivering the Montessori program are encouraged to contact the Coordination Unit for further information

We will ensure that the appointed Educational Leader is suitably experienced in the development and delivery of educational programs for children in order to support both the Coordination Unit and Educators with delivering a quality educational program and practice.

There is a commitment to continuous improvement and the service's statement of philosophy will guide all aspects of the service's operations.

During the induction process (please see Engagement or Registration of Educators policy for further details) the Coordination Unit will ensure each criteria is met satisfactorily before educators are registered with the scheme. During the induction process and upon annual renewal of contract Educators must satisfy the following criteria:

- 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.
- Be aware and follow Services policies and procedures.

## *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.

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 if your role as a family day care educator:

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

The performance of Educators, coordinators and staff members is evaluated at least annually, and individual development plans are put in place to support performance improvement.

If a matter impacting the quality of care at the service comes to the attention of the Coordination Unit during a visit, the Unit will discuss and document this with the Educator, ensuring both parties sign the documentation. Where necessary, an improvement plan will be discussed and completed by the Educator and Coordination Unit. The Educator would be provided with adequate support to improve within a reasonable timeframe.

### *RELEVANT LAWS, SOURCES AND OTHER PROVISIONS*

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011 (124)

National Quality Standards

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