

STAFFING, CODE OF CONDUCT AND RESPONSIBLE PERSON

POLICY

Building Futures Care ensures that at all times at least the minimum legislative requirements for staffing and Educators are being met and maintained to ensure the safety and wellbeing of children in care.

Building Futures Care aims to establish and maintain open communication, accountability, flexibility, professionalism and effective and ethical practices within the service.

Committed employees and Educators who are willing to maintain a high standard of care and education are of the utmost importance to Building Futures Care.

PROCEDURE

The Coordination Unit undertakes a thorough interview and induction process with Educators before engaging in a contract and registration with Building Futures Care. During this process, the Coordination Unit will assess whether or not the Educator is a suitable and fit and proper person to be working with children; and will take into consideration many different factors, including the Educators relevant qualifications, Working with Children Check, prior experience and knowledge, the Educators prior compliance with the relevant National laws and regulations, the family day care environment, and the Educators abilities and support needs.

Building Futures Care is committed to the principles of Equal Opportunity in relation to community access to the service and the appointment of employees. Individuals must be treated with respect regardless of their gender, race, religion, age, impairment, marital status, political conviction, pregnancy, family responsibility or family status. The service will actively promote the positive aspects of diversity and encourage acceptance and appreciation of individual differences.

Once engaged with Building Futures Care, the Educator at each family day care service is deemed the responsible person; assistance from the Coordination Unit to the Family Day Care Educators must be available at all times the Family Day Care Service operates.

The Coordination Unit keeps a register of each Family Day Care Educator engaged by or registered with the service.

The Coordination Unit supports the continuous education and professional development of Educators, and will provide opportunities for Educators to build on their knowledge and skills. A family day care educator must be at least 18 years of age or older and have, or be actively working towards, at least an approved certificate III level education and care qualification. In

addition to this, the Educator must hold current certificate in first aid, asthma and anaphylaxis. A family day care Coordinator must have at least an approved diploma level education and care qualification.

A family day care Educator must not educate and care for more than 7 children at a family day care residence or approved family day care venue at any one time.

This includes:

- no more than 4 children preschool age or under; and
- the family day care educator's own children and any other children at the residence, if those children are under 13 years of age and there is no other adult present and caring for the children.

In exceptional circumstances, The Coordination Unit may provide written approval for a family day care Educator to educate and care for more than 7 children, or more than four children who are preschool age or under. 'Exceptional circumstances' are determined by the Education and Care Services National Regulations 2011.

The Coordination Unit may engage or register a family day care Educator to provide education and care to children in another Educator's residence/approved venue, provided this Educator meets the definition, qualifications, training, criminal history, and all other requirements of a family day care Educator; and their details are recorded in the Coordination Unit's register of educators. (For example, during another educator's annual leave or study leave).

The Coordination Unit will ensure each family day care Educator maintains an adequate knowledge and understanding of the provision of education and care to children; and any serious incident that occurs while a child is being educated and cared for by an Educator is adequately addressed; and any complaints alleging that the Law has been contravened or that a serious incident has occurred or is occurring while a child was or is being educated and cared for by an Educator is adequately addressed.

Each staff member, Educator, Educator Assistant and volunteer at the family day care service will be given a copy of the Building Futures Care Code of Conduct that they must agree to and abide by while engaged with the company. Failure to comply with the Code may result in further action taken by the Coordination Unit and/or owners of Building Futures Care, and will be dealt with in a manner according to the individual circumstance.

RELEVANT LAWS, SOURCES AND OTHER PROVISIONS

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

Date Written: 23/03/2018

Date to be Reviewed: 24/01/2021

Date Reviewed: 24/01/2020

CODE OF CONDUCT

Coordination Unit staff and Educators, Educator Assistants and Volunteers shall, at all times:

- Promote the health and wellbeing of children, and act in the best interests of all children at all times, valuing them as individuals;
- Respect the rights and views of Educators, colleagues, children and families, ensuring all interactions are fair and lawful;
- Value and utilise families, children and one another's skills and talents and treat each child with respect and courtesy;
- Recognise and respect that parents are the primary carers for their children and acknowledge individual family strengths, supporting the parent's role and sharing their child's experiences with them;
- Encourage positive relationships by developing strong partnerships based on honesty, integrity, trust and respect;
- Share resources, experiences and knowledge with colleagues, valuing the different backgrounds, attitudes and beliefs of their colleagues;
- Maintain professionalism and calm and appropriate language when interacting with other employees, families, children and visitors.
- Promote an environment where employees and Educators are encouraged to explore different opportunities for themselves and children in care through further education;
- Ensure that inclusivity is encouraged when children from diverse backgrounds and abilities are in care;
- Professional integrity is maintained by reporting any conflict of interest to the individual you are responsible to (e.g. the Coordination Unit);
- Abide by all Service policies and procedures, engage in ethical and equitable behaviour, and maintain strict confidentiality at all times.

I pledge that I am willing to aspire to and attain the above standards for the betterment of myself, the community in my workplace and the company for which I work for.

Educator Name: _____

Educator Signature: _____

Date: ___/___/___

Witness Name: _____

Witness Signature: _____

Date: ___/___/___