

ASSESSMENT OF FAMILY DAY CARE EDUCATORS, EDUCATOR ASSISTANTS AND PERSONS RESIDING AT THE FAMILY DAY CARE RESIDENCE

POLICY

To ensure the ongoing health, safety and wellbeing of all children within Family Day Cares registered under Building Futures Care.

All Educators and Educator Assistants must be over 18 years of age.

PROCEDURE

Building Futures Care recognises that although the Educator has primary responsibility for the provision of care, their family members and other persons residing at the family day care residence can influence the quality of care experienced by children attending the service. Therefore, these family members and/or other residing persons have a responsibility to ensure their behaviour and actions support the professional and quality standards achieved and maintained by the Educator in the provision of care.

All Educators, Educator Assistants and persons over the age of 18 years of age residing at the Family Day Care residence must hold a current Working with Children Check and provide a copy of this check and the card to Building Futures Care. All families need to sign a consent form allowing Educator Assistants to work with the Family Day Care Educator.

The family day care educator must notify the Coordination Unit of any new person aged 18 years or over who resides, or intends to reside, at the educator's family day care residence.

The family day care educator must notify the Coordination Unit of any circumstance or issue relating to themselves or a person who has previously been considered in relation to the family day care residence that may affect whether the person is a fit and proper person to be in the company of children.

There may be times where it is required by the Coordination Unit that the Educator's family member or other persons residing at the Family Day Care residence must complete and provide proof of a medical survey/clearance to prove they are a fit and proper person to be in the presence of children in care.

Children are never to be left alone with the Educator's family members or any other persons residing at the Family Day Care residence.

The Educator may be required to submit a character reference for family members or other persons residing at the Family Day Care residence to the Coordination Unit. This reference must be written by someone not related to the Educator's family or other person residing at the service.

Educators, Educators Assistants, and all family members and other persons residing at the Family Day Care residence must:

- Respect the dignity and rights of all children in family day care service and treat all members of the child's family with dignity and respect;
- Not subject children to any form of harm (physical, emotional, verbal, etc.);
- Respect the confidentiality of all children and their families;
- Not consume alcohol, cigarettes, or any drugs that diminish their physical or mental ability to behave professionally with children in care;
- Ensure that duty of care is followed when undertaking activities with children;
- Take responsibility and ensure that personal items are not accessible to children and their families;
- Ensure that children and their families are made aware of the areas of the Educator's place of business/residence that are for private purposes and are not to be accessed by children or families who are clients of the service. Where appropriate, barriers should be erected to these areas.

In the event of any breach related to the quality of care provided, action would be taken in compliance with the law and Building Futures Care complaints policy and procedure.

The Coordination Unit supervisor will conduct a risk assessment of the family day care service, including assessing any documentation, certificates, etc. required of the Educator, Educator assistants and other person's residing at the service.

The Coordination Unit will re-assess the suitability of the Educator, Educator assistants and other person's residing at the service on at least an annual basis, or sooner if needed.

The Coordination Unit will be available for the Educator to contact them at any time for support and guidance; and will provide support and guidance during their monthly monitoring visits. It may be appropriate at these visits to reassess the suitability and effect of other person's residing at the residence with regards to the best interests of the children in care.

N.B. 'family' or 'family members' include spouse, partner, educator's children (child, teenager or adult), or any other person biologically or maritally related to the Educator (e.g. step-children).

RELEVANT LAWS, SOURCES AND OTHER PROVISIONS

National Quality Standards

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011 (163; 164)

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