

Bf – EDUCATOR ASSISTANT RECRUITMENT & ENGAGEMENT - FDC

Effective from:	06 February 2018
Contact officer:	Coordinator of Children's Service
Next review date:	<i>18 months – 2years</i>
File Reference:	1825/29.5
Related Policies/Local Laws/Legislation:	<ul style="list-style-type: none">• Children (Education and Care Services National Law Application) Bill 2010• Education and Care Services National Regulations 2011. CI 144, 168• National Quality Standard: QA 4.1• Children and Young Persons(Care and Protection) Act 1998 No 57
Related Documents:	<ul style="list-style-type: none">• ACECQA (2016) Guide to the National Quality Framework

PURPOSE

The Education and Care Services National Regulations 2011 provides scope for the role of an Educator Assistant to provide continuity of care for families and children.

Wingecarribee Children's Services is committed to:

- developing a procedure and set of guidelines which outlines the registration process for Educator Assistants
- outlining the expectations of the role
- ensuring that the safety and well-being of children in care is of paramount importance

SCOPE

This policy applies to:

Wingecarribee Children's Services Staff employed by Wingecarribee Shire Council

Wingecarribee Family Day Care Educators as Agents of the Approved Provider – Wingecarribee Shire Council and the household members.

All children and families accessing care with Council's Children's Services

All Educator Assistants, volunteers and students engaged with Wingecarribee Children's Services.



DEFINITIONS

- **Family Day Care Educator** – a person who is directly involved, at his or her home, in educating, supervising or caring for children for a family day care children's service.
- **Family Day Care Educator Assistant** – is a person engaged or registered with a family day care service to assist family day care educators
- **Approved First Aid, Anaphylaxis and Emergency Asthmas Training** - is training which has been approved by ACECQA.

PROCEDURE

1. Circumstances when an Educator Assistant can be used

- 1.1 An Approved and Registered Family Day Care Educator Assistant may assist the family day care educator by:
- 1.1.1 In the absence of the family day care educator, transporting a child between the family day care residence or approved family day care venue to
 - School
 - Another education and care service
 - The child's home
 - 1.1.2 Provide education and care to a child in the absence of the family day care educator in emergency situations, including when the educator requires urgent medical care or treatment.
 - 1.1.3 Providing education and care to a child, in the absence of the family day care educator to attend an appointment (other than a regular appointment) in unforeseen or exceptional circumstances if:
 - the absence is for less than 4 hours: and
 - the approved provider has approved the absence; and
 - notice of that absence has been given to the parents of the child
 - 1.1.4 Providing assistance to the educator while the educator is educating and caring for children as part of a family day care service.
- 1.2 Parents/guardians must provide written consent for the Educator Assistant to assist the Educator in the ways listed above. These consents must be provided to the Approved provider

2. Eligibility to be an Educator Assistant

- 2.1 Successfully complete an Educator/ Assistant Educator Application.
- 2.2 Must be able to demonstrate that they are a fit and proper person.
- 2.3 Be over 18 years of age.
- 2.4 Hold current and approved first aid, anaphylaxis and emergency asthma management training.



2.5 Successfully complete a Working With Children Check or Criminal History Check

3. **Educator Assistant Responsibilities**

3.1 Undertake relevant registration training including;

- Child Protection
- Regulations
- Service Policy, Guideline and Procedures

Be willing to update and refresh their knowledge and understanding as required by the Approved Provider or Nominated Supervisor.

3.2 Sign and abide to the relevant sections in the Educator/ Educator Assistant Agreement with Council

3.3 At all times work in accordance with the Education and Care Services National Law 2010 & Education and Care National Regulations 2011

3.4 At all times abide by Wingecarribee Children's Services Policy and Procedures

3.5 Be familiar with the children prior to caring for them (where ever possible). Educator Assistants must be encouraged into the Educators residence and included in playsessions so that children will feel free and comfortable when and if left in their care.

3.6 Be willing and able to implement appropriate programs for the children attending care.

3.7 Be willing and able to facilitate effective communication with families.

3.8 Know where to access relevant children's records including: emergency contacts, emergency procedures, developmental progress, medical management and risk minimisation plans

3.9 Report and appropriately document allegations of abuse, injury or illness in accordance with the Regulations and Service Procedures.

3.10 Where applicable have Public Liability Insurance to the value of \$20 000 000 if not covered under the Primary Educator Insurance and provide a copy of this cover to the coordination unit for record keeping purposes.

4. **Primary Educator Responsibilities**

4.1 Ensure that the Coordination Unit Staff and Nominated Supervisor have approved any absence of a Primary Educator

4.2 Provide prior notice of any absence to the parents/guardian of any child affected by the absence of the primary educator

4.3 Ensure an Educator Assistant is only used for the purposes set out section one (1) of this procedure and Clause 144 of the Education and Care National Regulation 2011

4.4 Ensure that written consent of a parent/guardian of each child being educated and cared for by the educator for the use/purpose of the assistant and in what capacity.



For example; some educators may only wish to have an educator assistant to provide assistance to the educator while the educator is educating and caring for children as part of a family day care service

- 4.5 Ensure their absence is to attend an appointment for the purpose of a non regular appointment in unforeseen and exceptional circumstances and that the absence is for a period of less than 4 hours
- 4.6 Ensure the Primary Educators public liability covers the Educator Assistant or where this does not apply ensure the Educator Assistant has public liability cover in circumstances where the Educator Assistant assumes the responsibility of the children
- 4.7 Ensure the Educator Assistant has access to:
- the National Law and Regulations
 - Service Policy and Procedures,
 - first aid and relevant medical requirements and management plans
 - enrolment details of the children
 - emergency contacts for all children in care during the period of relief.
- 4.8 Ensure the Educator Assistant has adequate physical and financial resources available to meet the needs of the children during the period of relief
- 5 Nominated Supervisor/ Responsible Person/ Coordination Unit Responsibilities**
- 5.1 Assess the suitability of persons applying to be an Educator Assistant prior to registration.
- 5.2 Ensure that relevant training is provided to Educator Assistants as per 3.1
- 5.3 Register and provide ongoing support and guidance to applicants who have demonstrated suitability.
- 5.4 Approve an Educator Assistant only in circumstances where the Educator has provided the written consent of a parent/guardian of each child being educated and cared for by the Educator to the use of the Assistant and in what capacity under Cl 144(3) of the Regulations or Point One(1) of this procedure.

Approved By:



Nick O'Connor
Group Manager Corporate and Community
06 February 2018

