



# Wingecarribee Children's Services

## Family Day Care & Out of School Hours Care

### ONGOING EDUCATOR REQUIREMENTS

Cf

**DEPARTMENT:** Community and Assets  
Children's Services

**SUBJECT:** Operational Requirements

**FILE NOS:** 1825/29.5

#### OBJECTIVE/PURPOSE –

Wingecarribee Family Day Care Service recognises the vital role that home based educators provide as part the Children's Service's team. Home based educators are an integral part of the Service and are expected to work with staff towards the efficient provision of care that meets the needs of children and their families.

Home Based Educators are self employed and agree to abide by all current and future State and Commonwealth Legislation, Service Policy, Guideline and Procedures, Wingecarribee Family Day Care Educator Agreement and any reasonable requirements of the Approved Provider, Wingecarribee Shire Council.

Wingecarribee Children's Services and Family Day Care are committed to:

- Compliance with Regulations and National Standards
- Clear and transparent processes and procedures

#### SCOPE

- **Wingecarribee Family Day Care Staff employed by Wingecarribee Shire Council.**
- **Wingecarribee Family Day registered Educators**

#### PROCEDURAL STEPS

1. **Educator Agreement & Annual Home Safety and Compliance Assessment**
  - 1.1 All Educators will be provided with a copy of the Children's (Education and Care Services National Law Application) Act 2010 and Education and Care Services National Regulations, for use while an Educator is registered with our Service.
  - 1.2 All Educators will be provided a copy of or access to Wingecarribee Children's Services Policy, Guideline and Procedure Manual, for use while registered with our service.

- 1.3** All Educators will be provided with a copy of Wingecarribee Shire Councils Code of Conduct and Statement of Business Ethics.
- 1.4** Registration and ongoing registration is conditional upon Educators agreeing and signing the Service Educator Agreement upon initial registration and thereafter annually in line with annual home safety and compliance inspections.

**2. Ongoing Registration Conditions**

- 2.1** The following items must be displayed in a prominent and visible location at the Educator's home each working day:

- 2.1.1 Certificate of Registration and Home Safety Compliance - updated annually
- 2.1.2 The current "Notice of Assessment and Rating" from the NSW Department of Education and Communities.
- 2.1.3 Fire Evacuation Plan and Procedure - on each exit in those areas of the home used for family day care)
- 2.1.4 CPR Charts – both indoors and outdoors
- 2.1.5 Prescribed Information on display – required under national Law Section 172 and Regulation 173
- 2.1.6 Emergency Numbers – easily accessible to the educator

- 2.2** Educators are responsible for the following, including forwarding through the relevant documentation to the coordination unit:

*Daily:*

- 2.2.1 Daily documented home safety checklist
- 2.2.2 Daily documented sleep monitoring checklist for all children who are sleeping and not directly supervised.

*Weekly:*

- 2.2.3 Child attendance records
- 2.2.4 Children's records and files - These should be returned to the Coordination Unit as soon as practically possible after a child ceases care but no later than 28 days, for filing and archiving.

*3 Monthly*

- 2.2.5 Emergency Evacuation Practice

*6 Monthly*

- 2.2.6 Emergency and fire equipment checks

*Annually*

- 2.2.7 Annual renewal of \$20 000 000 Public Liability Insurance
- 2.2.8 Safety and compliance inspection of vehicle. (where applicable)
- 2.2.9 Signing of Educator Agreement
- 2.2.10 Comprehensive and well documented "Annual Home Safety and Compliance Report/Assessment".
- 2.2.11 Educator undertakings regarding animals



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- 2.2.12 Cleaning Strategy
- 2.2.13 Regular Excursion Risk Assessments (See Excursion and Transport Procedure)
- 2.2.14 Parent authority to participate in regular excursions - (see Excursion and Transport Procedure)
- 2.2.15 Comprehensive Car Insurance and Drivers Licence Requirements for Educators who use their vehicle with enrolled children.

### *As required*

- 2.2.15 Updating their First Aid, Anaphylaxis and Asthma Management approved qualifications.
- 2.2.16 Incident, Injury, Trauma and Illness Records (See Incident, Injury, Trauma and Illness Procedure)
- 2.2.17 Excursion Risk Assessments (See Excursion and Transport Procedure)
- 2.2.18 Parent authority to participate in excursions - (see Excursion and Transport Procedure)
- 2.2.19 Hazard Identification and relevant risk assessments
- 2.2.20 Bush fire survival plans
- 2.2.21 Administrative documentation as required by the coordination unit

### **2.3** In addition Educators are responsible for:

- 2.3.1 Daily documented WH&S and Compliance/safety checks
- 2.3.2 Maintaining First Aid Kits in line with WH&S Regulations
- 2.3.3 Receipting families for child care payments
- 2.3.4 Medication forms, including short term medication, long term medication and Individual child Medication Register. (See Medical Conditions Procedure)
- 2.3.5 Programming, Reflection and Evaluation
- 2.3.6 Ensuring Policy, Guideline and Procedure Manual is updated at their service as new or reviewed documentation is provided.
- 2.3.7 All other WH&S related documentation- *inclusive of applicable risk assessments*

### **2.4** All documentation is to be stored according to the Service Record Management Procedure and Confidentiality Procedure and retained and/or returned to the Service for storage according to the time specified in the Regulations.

### **2.5** Educator Training and Professional Development is viewed as a valuable opportunity to develop and enhance existing skills, network with other educators and learn and acquire new skills to support the role of the educator in providing quality and professional care. See Service Training Procedure for further information.

- 2.6** Each Educator is required to develop and maintain a personal Quality Improvement Plan which identifies their strengths and areas for development, in consultation with the Education Support Officer and/or Coordination Unit Staff. Individual Educator plans may then feed into the Services Quality Improvement Plan where an area of development is identified across the service.
- 2.7** All Educators and staff are expected to participate in Assessment and Compliance visits by the Department of Education and Communities and will make themselves available as representatives for the service if requested by the Department. Exceptions to this may include:
- 2.7.1 Where an Educator has already planned leave prior to notification of a visit.
- 2.7.2 In exceptional or unavoidable circumstances.
- 2.8** An Educators ability to operate is dependent on one of the following persons being available to provide support. In accordance with the Children (Education and Care Services National Law Application) Act 2010 (section 164).
- the approved provider – a person with management or control of the family day care service
  - the nominated supervisor of the service
  - a certified supervisor who has been placed in day to day charge of the family day care service in accordance with the national regulations.

For the purposes of this section, the requirement to be available to provide support to a family day care educator includes being available to be contacted by telephone to provide advice and assistance.

Educators and families will be advised in a timely manner as information is made available regarding Wingecarribee Shire Councils Christmas closure period, where the above mentioned persons are unavailable and as such the Service is unavailable.

### **3. Educator Leave**

- 3.1** An Educator cannot provide care if not in good health or suffer from any medical condition or dependent on any medication or substance (whether prescribed or otherwise) which could affect their ability to provide and quality care & education. Where there is a need or requirement for an Educator to take regular medication the Educator must provide:
- 3.1.1 A Certificate from a Medical Practitioner which certifies their ability to care for children.
- 3.1.2 Any such Certificate must be provided within a reasonable period of time upon receiving a written request from the Service and in any event annually as a minimum or within fourteen (14) days of any change to an Educators health which results in any change to regular medication.
- 3.2** Educators who undertake a period of leave due to a medical reasons/condition, will be required to provide a Certificate from a Medical Practitioner to verify their ability to care for children, prior to recommencing care.
- 3.3** If an Educator is unavailable due to leave for periods including illness or family emergency it is generally the responsibility of the Educator to immediately advise parents. Educators are to direct any family that may require alternate/relief care with another Educator to the Service Coordination Unit.



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- 3.4 Educators are required to give a **minimum** of two weeks (14 days) written notice to their families and the service if they are taking short term leave (defined as 6 weeks (42 days) or less at any one time).
- 3.5 The Co-ordination Unit staff will arrange relief care if possible when requested by the parent, where available. An Educator providing relief care must ensure that they have all relevant details regarding a child and family. Every effort will be made to relocate a child with an Educator who may already be known to that child.
- 3.6 Educators may take up to 12 months extended leave. Educators are required to give at a **minimum** two weeks (14 days) written notice to the Service Coordination Unit and Families. Extended leave is defined leave greater than 6 weeks (42 days) at any one time.
- 3.7 Any extended leave over 12 months will require the Educator to reapply and be subject to the training requirements for a Prospective Educator. (See Educator Recruitment Procedure).
- 3.8 All Educators taking extended leave are required to return the following items to the Coordination unit:
  - 3.8.1 Educator Registration Certificates
  - 3.8.2 "Assessment and Rating Notice"
  - 3.8.3 Records, documentation and forms relating to children
  - 3.8.4 All toy library resources and equipment
  - 3.8.5 Service copy of the Regulation and Law
  - 3.8.6 Policy, Guideline and Procedures Manual
- 3.9 Relocation of a child due to extended leave may at times lead to a request for a child to be permanently placed with the new Educator. If the Co-ordination Unit staff and parents agree that this would be in the best interests of the child then this change of placement may occur
- 3.10 Educators wishing to return to care from extended leave must do the following:
  - 3.10.1 Provide two weeks written notice to the Coordination Unit of their intention to return to care.
  - 3.10.2 Complete a Comprehensive and well documented "Home Safety and Compliance Report/Assessment" and have the Coordination Unit sign off on it.
  - 3.10.3 Ensure all documentation, insurance & other legislative requirements are in place before recommencement of care.
  - 3.10.4 Gain a statement from the Educator's doctor confirming the educator is "Physically and emotionally able to care for young children"
  - 3.10.5 Re-sign Educator Agreement
  - 3.10.6 Review and or revise their fee schedule
4. **Termination of Educator Agreement with the Service and / or a family**

- 4.1** Termination by Educator – Educators must give two weeks (14 days) notice in writing if they wish to terminate the agreement with the Service or if they wish to terminate an agreement with a parent.
- 4.2** Educators ceasing to operate under the Wingecarribee Family Day Care licence are required to return the following documentation within 28 days of ceasing care:
- 4.2.1 Educator Registration Certificate
  - 4.2.2 Records, documentation and forms relating to children
  - 4.2.3 All toy library resources and equipment
  - 4.2.4 Service copy of the Regulation and Law
  - 4.2.5 Policy, Guideline and Procedures Manual
  - 4.2.6 Scheme Policy and Procedure manual
  - 4.2.7 EYLF/ My Time Our Place Documents
  - 4.2.8 Assessment and Rating Notice
  - 4.2.9 *The record of visitors to the family day care residence for the 3 years prior to the educator ceasing care with the service.*
- 4.3** The Coordination Unit will send a letter with a detailed inventory of documentation to be returned.
- 4.4** Educators will be requested to complete an “Exit Survey”. This information will assist the Service in identifying any strengths, weaknesses and areas for continuing improvement.
- 4.5** Educators terminating care with the Service must either provide the relevant programs to the Service or agree to keep their program until the end of three years after the last entry was made and sign a statement that they are prepared to produce this document should the Regulatory Authority request it.

#### **DEFINITIONS/RELATED INFORMATION**

- Short Term Leave - six (6) weeks (42 days) or less at any one time.
- Extended Leave - up to twelve (12) months

#### ***Legislation and explanatory information***

- Children Education and Care Services National Law Application Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard – 7.1
- Children and Young Person (Care and Protection) Act 1998 No 57

#### ***Referencing, Sources, Further Information***

- Commission for Guide to the Education and Care Services National Law and Education and Care Services National Regulations 2011 (ACECQA)
- Guide to the National Quality Standard 2011 (ACECQA)
- Children and Young Persons. *Working With Children Check*. Accessed August 2012 from [www.check.kids.nsw.gov.au](http://www.check.kids.nsw.gov.au)
- Community Child Care Cooperative LTD (NSW). (2009) *The Manual. Managing a Children’s Service*
- Early Childhood of Australia (2006) *Code of Ethics*
- PSC National Alliance- *Getting Started with Policies for the NQF: policies in practice*. Accessed August 2012 [http://www.pscalliance.org.au/?page\\_id=1257](http://www.pscalliance.org.au/?page_id=1257)



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### **Cross reference other policies/procedures/service forms**

- Wingecarribee Shire Councils Children's Services Policy, Guidelines & procedures, including;
  - Educator Assistant
  - Interactions with Children
  - Child Protection
  - Engagement and Registration of Family Day Care Educator
  - Non - compliance and De-registration procedure
  - Monitoring, support and supervision of Family Day care Educators (currently Home Visit and Carer Contact Procedure)
  - Provision of information, assistance and training to family day care educators (currently Carer Training)
  - Excursion and Transport Procedure)
  - Incident, Injury, Trauma and Illness Procedure
  - First Aid Procedure
  - Emergency Procedures
- Family Day Care Educator Agreement
- Wingecarribee Shire Council code of Conduct and Statement of Business Ethics

**CONTACT** – Coordinator of Children's Services

<b>APPROVED BY:</b> Coordinator of Children's Services	
<b>CONSULTATION WITH:</b> <ul style="list-style-type: none"> <li>• Council Delegates</li> <li>• Children's Services Staff</li> <li>• Family Day Care Educators</li> <li>• Families enrolled in care</li> <li>• Community and rate payers</li> </ul>	
<b>EFFECTIVE:</b> 23 <sup>rd</sup> October 2013	<b>REVIEW DATE:</b> Every 18 months to 2 years
<b>DISTRIBUTION:</b> <ul style="list-style-type: none"> <li>• Family Day Care Educators</li> <li>• Service Staff</li> <li>• Available at all service facilities</li> <li>• Council website</li> </ul>	
<b>DELEGATED RESPONSIBLE COUNCIL DEPARTMENT/OFFICER:</b> Approved Provider Delegates Authority is delegated to amend this Procedure – Coordinator of Children's Services.	
<b>VERSION HISTORY TABLE:</b> 1.1 – Effective 23 <sup>rd</sup> October 2013	