

# Early Years Services – QA 2.2

## Educators and other Adults residing in the Family Day Care Residences

TRIM Reference: D15/32070 Due for Review: 11 March 2022  
Responsible Officer: Coordinator Early Years

### Purpose

This policy outlines Surf Coast Shire Council's (Council) commitment to the personal safety and well-being of all children officially placed within a Family Day Care Service which is of paramount consideration and importance.

Council's Family Day Care Service creates a child-safe and friendly environment for every child in our care and choosing the right people to work with our children is important. Therefore it is expected that the people whose children have contact with during the day in the absence of their family, will not compromise their safety.

Thorough procedures and checks are conducted to establish if applicants and adult household members are initially and continue to be fit and proper persons.

### Policy Principles

Evidence of link to National Quality Standards: 7.1.5

Evidence of link to Education and Care Services National Regulations: 163, 169 (2) (e)

### Scope

This policy applies to all Surf Coast Shire Council potential and contracted Family Day Care educators and other adults residing in the Family Day Care residences and all children and their families accessing Family Day Care Services.

### Policy

The Surf Coast Shire Council Family Day Care Service fit and proper person assessment includes the following:

#### Probity checks

1. To assess suitability, potential educators are assessed on:
  - Initial home visit
  - Written application
  - Personal interview
  - Referee checks.
2. Identity is established with the provision of an Australian passport or drivers licence.
3. Working with Children Check is conducted on the potential educator and all other household members over the age of 18 years of age.
4. National Criminal Records Check is completed on the potential educator and all other household members 18 years of age or over.  
(If the potential educator or adult household members holds a current teaching registration they are not required to apply for a Working with Children Check).

#### Other persons

1. The educator must notify the Family Day Care Coordination Unit of any new person who resides, or intends to reside at the residence.
2. Any resident who turns 18 or new resident over 18 years will require a Working with Children Check and National Criminal Records Check to be conducted before residing in the approved Family Day Care residence/ venue.
3. Any students or volunteers (over 18 years of age) are also required to complete a Working with Children Check and National Criminal Records check before attending the approved Family Day Care residence/ venue.
4. Visitors: (present for less than a day):  
Adult visitors with or without children are required to complete the visitor record.  
Guests: (present for a day or more):
  - Family Day Care educators must notify the Co-ordination Unit in advance of any guests staying at the home or within the property boundary for an entire day or longer. This information will be documented on the educator's file.
  - Each situation will be assessed individually. The Co-ordination Unit reserves the right to make individual agreements with Family Day Care educators in regards to the above.
  - Overnight visitors: family members / residents who will be staying overnight during operational hours require a National Police Record check and Working with Children Check. It is preferable that such visitors reside in an area of the home that is not utilised for Family Day Care.
  - Overseas visitors who are residing in the home during operational hours are required to forward an international criminal record check to the Family Day Care Team Leader. All adult visitors with or without children are required to complete the visitor record.

#### Notification of changes

The educator must notify the Team Leader Family Day Care of any issues that arise and may affect themselves or adult household members' suitability as a fit and proper person.

When notified, the Team Leader Family Day Care will conduct a risk assessment to determine if the educator can remain on the Family Day Care Register.

#### Unsatisfactory probity or change in status

If the results of any probity checks are unsatisfactory, an assessment of risk is undertaken by the Approved Provider. The content of any probity check will only be discussed with the educator/applicant.

### Definitions

Not applicable

### Related Procedure

Nil

### References

#### **Related Surf Coast Shire Council Early Years Services Policies**

D15/33023 Visitors and Visitors Register for Family Day Care Residence or Venue Policy  
HR-02 Police Record Checks & Working with Children Checks Policy

#### **Other references**

Working with Children Check Guidelines and Process  
National Criminal Record Check guidelines and process  
Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
ACECQA National Quality Framework Resource Kit  
Childcare Service Handbook (Department of Education)

## Document History

Version	Document History	Approved by – Date
1	Approved	General Manager Culture and Community – 1 April 2014
2	Amended	Manager Aged and Family – 1 June 2015
3	Amended	Manager Aged and Family – 10 August 2017
4	Amended	Manager Aged and Family – 17 April 2019
5	Amended	Manager Community Strengthening – 11 September 2020