

Early Years Services – QA 2.2 Assessment of Family Day Care Educators, Family Day Care Educator Assistants and Persons residing at Family Day Care Residences

TRIM Reference: D15/32070 Due for Review: 30 September 2023
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 our Family Day Care (FDC) Service which is of paramount consideration and importance.

Children's safety, health and wellbeing is paramount. Our FDC educators, FDC educator assistants and FDC residents are assessed as fit and proper persons prior to registration and on a regular basis throughout their registration period.

Policy Principles

Evidence of link to National Quality Standards: 7.1.5

Evidence of link to Education and Care Services National Regulations: 163, 164, 169 (2) (e)

Scope

This policy applies to all Surf Coast Shire Council potential and contracted Family Day Care educators, educator assistants and other persons 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 safety visit
 - Written application
 - Personal interview
 - Referee checks.
2. Identity is established with the provision of an Australian passport or driver's license.
3. Working with Children Check is conducted on the potential educator, educator assistant and all other household members 18 years of age or over.
4. National Criminal Records Check is completed on the potential educator, educator assistant 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 FDC 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 FDC residence/ venue.
3. Any students or volunteers (18 years or older) are also required to complete a Working with Children Check and National Criminal Records check before attending the approved FDC residence/ venue.
4. Visitors: (present for less than a day):
Visitors aged 18 years or older with or without children are required to complete the visitor record.
Guests: (present for a day or more):
 - FDC educators and or educator assistants 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 FDC 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.
5. Residents, volunteers, visitors and unauthorised people are not to be left alone with FDC children at any time.

Notification of changes

The FDC educator and or FDC educator assistant must notify the FDC Coordination Unit of: any new persons aged 18 years or over who reside, or intend to reside, at the FDC educator's residence; and any circumstances which may affect the fitness and propriety of themselves or a person aged 18 years or over who resides at a FDC educator's residence, or a FDC educator assistant, who has previously been assessed as fit and proper (regulation 164)

When notified, the FDC Corodination Unit will conduct a risk assessment to determine if the educator and or educator assistant 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.

FDC Coordination will:

- Use support visits or other processes to assist with monitoring the presence of residents at the FDC residence.
- Carry out 6 monthly checks on WWCC status of FDC educators, FDC educator assistants and FDC residents.
- Ensure FDC educators and FDC educator assistants complete a National Criminal Records Check during the reregistration period.

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
6	Amended	Manager Community Strengthening – 29 March 2022