

EARLY YEARS POLICY

Early Years Services Recruitment of Family Day Care Educators	Policy No:	QA 4.4
	Document No:	D15/15250
	Approved Date:	1 April 2014
	Approved By:	Manager Aged and Family
	Review Date:	7 May 2021
Responsible Officer:	Coordinator Early Years	
Authorising Officer:	Manager Community Strengthening	

1. Purpose

The Surf Coast Shire Council Family Day Care Service is committed to providing a fair, ethical and transparent process for the recruitment and selection of Family Day Care educators.

The selection procedure is designed to ensure that the Surf Coast Shire Council Family Day Care Service recruits and registers educators who understand and are able to meet children's needs and provide a high standard of care.

2. Scope

Evidence of link to National Quality Standards: 4, 7.1, 7.3.2

Evidence of link to Education and Care Services National Regulations: 169 (2) (b)

This policy is to be viewed in conjunction with *Surf Coast Shire Council Early Years Services Employment of Qualified Staff/Ratios Policy*

3. Application

Surf Coast Shire Council Family Day Care Coordination Unit and all Surf Coast Shire Council sub-contract Family Day Care educator applicants.

4. Definitions

Not applicable

5. Policy

To ensure best practice in recruitment of Family Day Care educators, the Surf Coast Shire Council Family Day Care Service will:

- Ensure all applicants are over the age of 18 years and eligible to work in Australia.
- Ensure the applicant has a minimum Certificate III in Children Services or working towards their Certificate III in Children Services (proof of registration by approved trainer must be supplied)
- Obtain proof of identity and residing address.
- Ensure the applicant has a current Level 2 First Aid certificate and training in Anaphylaxis and Asthma management before registering with the service.
- Select applicants in line with Surf Coast Shire Council recruitment policies and procedures.
- Have an interview process.
- Ensure the applicant has completed and signed a pre-employment medical declaration.
- Ensure evidence of a police checks (current within 6 months) for applicant, family members and residents in the proposed Family Day Care home (mandatory for 18 years and over).
- Ensure applicant, family members and residents in the proposed home over the age of 18 have current Victorian Working with Children Checks.
- Ensure applicants have completed the mandatory reporting e-learn through department of education and training.
- Ensure all applicants have an ABN number, PRODA number and public liability insurance.
- Conduct at least two Professional Reference Checks on all preferred applicants as part of the selection process.

- Ensure preferred applicant attend a pre-contractor medical assessment with a certified practitioner of the Surf Coast Shire Council's choosing stating suitability to fulfil the requirements of an approved educator.
- Provide an induction program for all new Family Day Care educators.
- Provide a probationary period of three months during which increased home visits and one to one support is provided.
- Conduct formal home safety checks prior to registration ensuring that Family Day Care educators meet requirements.
- Continually review recruitment, selection and screening procedures in line with best practice.
- Ensure all other components of the selection process are completed such as vehicle checks and all other assessments according to the recruitment and selection.

6. Records

Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Recruitment and Selection	Council	7 years	Off-Site Records
Family Day Care Educator Agreement Template	Records	7 years	Off-Site Records
Family Day Care Induction Program	Records	7 years	Off-Site Records

7. Attachments

Not applicable

8. References

Related Surf Coast Shire Council and Early Years Services Policies

HR01	Recruitment and Selection
HR02	Police Check and Working with Children Check
D15/15724	Early Years Employment of Qualified Staff/Ratios Policy
D14/28688	Early Years Services Code of Conduct

Related Surf Coast Shire Council and Early Years Services Work Instructions and Forms

D16/61287	Becoming a Family Day Care Educator Check List
D15/77695	Family Day Care Induction Program
D15/77600	Family Day Care Educator Agreement
D15/77690	Three month probationary period assessment
D17/51029	Home Safety Checklist
D15/77620	Family Day Care Educators Appraisal Template
HRF005	Interview Question Template
HRF009	Recruitment and Selection Form
HRF010	Reference Checking Guide
HRF011	Shortlisting Criteria Checklist
HRF024	Selection Panel Recommendation Form

Other References

Education and Care Services National Regulations
 Education and Care Services National Law Act 2010
 ACECQA National; Quality Framework Resource Kit
 Childcare Service Handbook (Department of Education)

Approval Date:	01/04/2014	Approved by:	General Manager Culture and Community
Amendment/Review 1:	01/06/2015	Approved by:	Manager Aged and Family
Amendment/Review 2:	20/11/2017	Approved by:	Manager Aged and Family
Amendment/Review 3:	04/07/2018	Approved by:	Manager Community Strengthening
Amendment/Review 4:	07/11/2019	Approved by:	Manager Community Strengthening
