

Early Years Services – QA4.4 Recruitment of Family Day Care Educators

TRIM Reference: D15/15250 Due for Review: 17 November 2022
Responsible Officer: Coordinator Early Years

Purpose

This policy outlines Surf Coast Shire Council's Family Day Care Service's commitment 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.

Policy Principles

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*

Scope

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

Policy

Surf Coast Shire Council is committed 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 making satisfactory progress towards completing their Certificate III in Children Services (proof of enrollment in an ACECQA approved qualification 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 check (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 aged 18 years and over 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.

Definitions

Not applicable.

Related Procedure

Nil.

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)

Document History

Version	Document History	Approved by – Date
1	Approved	General Manager Culture and Community – 1 April 2014
2	Amendment/Review	Manager Aged and Family – 1 June 2015
3	Amendment/Review	Manager Aged and Family – 20 November 2017
4	Amendment/Review	Manager Community Strengthening – 4 July 2018
5	Amendment/Review	Manager Community Strengthening – 7 November 2019
6	Amendment/Review	Manager Community Strengthening – 17 May 2021