

## Early Years Services – QA 4.7 Engagement or Registration of Family Day Care Educator Assistant

TRIM Reference:	D21/39038	Due for Review:	29 February 2024
Responsible Officer:	Coordinator Early Years		

### Purpose

This policy outlines Surf Coast Shire Council's 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.

Procedures and checks are conducted to establish if Family Day Care Assistants are fit and proper persons.

### Policy Principles

Evidence of link to National Quality Standards: 4.1, 7.1.3

Evidence of link to Education and Care Services National Regulations: 136 (3), 144, 153, 154 (e), 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

Under the Education and Care Services National Regulations the approved provider of a family day care service may approve a person to assist individual educators to provide education and care to children as part of a family day care service under certain situations. This is a valuable opportunity to provide both support to the educator and continuity of service to families and children.

#### Family Day Care Educator Assistant

A family day care educator assistant may be engaged by or registered with a family day care service to assist family day care educators in providing education and care to children.

The approved provider must approve a person as a family day care assistant before they can assist a family day care educator. The family day care educator must:

- seek written consent from a parent of each child to allow the family day care educator assistant to educate and care for the child in the circumstances prescribed in regulation 144; and
- provide the written consents to the approved provider.

The approved provider must:

- have received the written consent the educator obtained from a parent of each child to allow the family day care educator assistant to educate and care for the child in the circumstances prescribed in regulation 144;

- take reasonable steps to ensure the family day care educator assistant is a fit and proper person to be in the company of children by considering the person's current police check, working with children check or registration with the Victorian Institute of Teaching (regulation 163).
- ensure that the family day care educator assistant has completed current approved first aid, anaphylaxis management and emergency asthma management training.
- Ensure the educator assistant is at least 18 years old

The assistant can only stand in the place of an educator:

- to transport children between the educator's residence or venue, to a school, another education and care service or children's service, or a child's home,
- in emergency situations, including when the educator requires urgent medical care or treatment, and
- to enable the educator to attend an appointment (other than a regular appointment) of less than four hours in unforeseen or exceptional circumstances. The approved provider must have approved the absence and notice of that absence must have been given to a parent of each child being educated and cared for at the time.

Assistants may also assist the educator to educate and care for the children as part of the family day care service.

The approved provider must approve a person as a family day care assistant before they can assist a family day care educator.

### Definitions

FDC educator assistant                      A person engaged by or registered with a FDC service to assist FDC educators

### 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  
D15/15250      Recruitment of Family day Care Educators 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	Coordinator Early Years – 3 March 2021
2	Approved	Coordinator Early Years – 30 August 2022