

# EARLY YEARS POLICY

<b>Early Years Services Keeping a Register of Family Day Care Educators</b>	Policy No:	<b>QA 7.6</b>
	Document No:	D15/54281
	Approved Date:	1 April 2014
	Approved By:	Manager Aged and Family
	Review Date:	14 August 2020
Responsible Officer:		Coordinator Early Years
Authorising Officer:		Manager Community Strengthening

## 1. Purpose

To meet the requirements of *section 69 of the National Law Act and section 153 of the National Regulations*, a register of Family Day Care educators will be kept at the Co-ordination Unit for each educator registered.

This register will provide all relevant information on each registered educator to allow access to information in case of an emergency, quality assessment visits and support agency visits.

This register will also support the family day care waiting list and the placement of children accessing the service.

The register also acts as a document to the Coordination Unit staff completing home visits to ensure compliance with child ratios, educator qualifications, first aid qualifications, working with children's check and criminal history checks of all residents residing at the FDC home or venue. This supports council's commitment to providing an environment that reinforces the health, safety and wellbeing of all Family Day Care children

## 2. Scope

Evidence of link to National Quality Standards: 4.1, 7.3.5

Evidence of link to Education and Care Services National Regulations: 153, 169 (2) (c)

## 3. Application

The Family Day Care Coordination Unit and all Family Day Care educators

## 4. Definitions

Not applicable

## 5. Policy

The Family Day Care Educator Register will include the following:

- Name, address and date of birth of each educator.
- Contact details of the educator.
- Address of the residence or venue.
- Date the educator was engaged or registered, and date the educator ceased to be engaged or registered with Family Day Care.
- Days and hours of operation
- Child enrolment details including child's name, date of birth, days of attendance and hours of attendance with each educator.
- If the educator is an Approved Provider or Certified Supervisor.
- Copies of each educator's qualifications, including current approved first aid training, current approved anaphylaxis management training and current approved emergency asthma management training, and details of any qualifications the educator is actively working towards (or evidence of working towards) the qualification.
- Evidence of any other relevant training completed by the educator.
- Details of the working with children check and National Police check for each educator including an identifying number and expiry date.

- Full name and date of birth of any family member or resident over 18 years of age who resides at the Family Day Care residence.
- Full names and dates of birth of all children under 18 years who normally reside at the Family Day Care residence.
- Details of the working with children check and National Police Check for any other family members or residents over the age of 18 years who reside at the Family Day Care residence.
- Regular Excursions and/or kindergarten/school pickups for each educator.

## 6. Records

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

Record	Retention/Disposal Responsibility	Retention Period	Location
Register of Family Day Care Educator	Records	Destroy 7 years after last attendance of child	Off-site
Family Day Care Reregistration Requirements Checklists	Records	Destroy 7 years after last attendance of child	Off-site

## 7. Attachments

Not applicable

## 8. References

### Related Surf Coast Shire Council Policies

- D15/35375 Early Years Services Assessment, Approval and Reassessment of Approved Family Day Care Residences and Family Day Care Venues Policy
- D15/15250 Early Years Services Recruitment of Family Day Care Educators Policy
- D15/33023 Early Years Services Visitors Register for Family Day Care Residence or Venue Policy

### Related Surf Coast Shire Council Work Instructions and Forms

- D16/58710 Register of Family Day Care Educator Template
- D15/77757 Family Day Care Re-registration Requirements Checklist Form
- D16/511 Family Day Care Visitor Registration Template
- D15/77749 Family Day Care Cover Sheet Visitor Registration Template

### Other References

- Education and Care Services National Law 2010
- Education and Care Services National Regulations 2011
- ACECQA National; Quality Framework Resource Kit
- Childcare Service Handbook (Department of Education)

<b>Approval Date:</b>	01/04/2014	<b>Approved by:</b>	General Manager Culture and Community
<b>Amendment/Review 1:</b>	27/06/2017	<b>Approved by:</b>	Manager Aged and Family
<b>Amendment/Review 2:</b>	14/02/2019	<b>Approved by:</b>	Manager Community Strengthening