

Early Years Services – QA 7.6 Keeping a Register of Family Day Care Educators, co-ordinators and educator assistants

TRIM Reference: D15/54281 Due for Review: 29 September 2023

Responsible Officer: Coordinator Early Years

Purpose

This policy outlines Surf Coast Shire Council's (Council) commitment to meet the requirements of *section 269 of the National Law Act and regulation 153 of the National Regulations*, a register of Family Day Care (FDC) educators, co-ordinators and educator assistants will be kept at the Co-ordination Unit for each educator registered.

This register will provide all relevant information on each registered educators, co-ordination staff and educator assistants to allow access to information in case of an emergency, quality assessment, compliance visits and support agency visits.

This register also supports the FDC waiting list and the placement of children.

The register acts as a document to the Coordination Unit staff completing support 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 children and families using the services.

Policy Principles

Evidence of link to National Quality Standards: 7.1.2

Evidence of link to Education and Care Services National Regulations: 153, 169 (2) (c), 171, 172

Scope

This policy applies to the Family Day Care Coordination Unit and all Family Day Care educators and assistants.

Policy

The Family Day Care Educator Register includes the following:

- Full name, address, contact details and date of birth of each educator, co-ordination unit staff and or educator assistant.
- Address of the residence or approved FDC venue where the educator will be providing education and care to children (stating whether it is a residence or approved venue).
- The name of the FDC educator who is assisted by the educator assistant.
- Date the educator was engaged or registered, and date the educator ceased to be engaged or registered with the FDC service.
- Days and hours of operation the educator will usually be providing education and care to children as part of the service.
- If they are also an approved provider: the provider approval number and the date granted.
- Child enrolment details including child's full name, date of birth, days of attendance and hours of attendance with each educator.

- Evidence 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).
- Evidence of any other relevant training completed by the educator.
- Details of the working with children clearance, such as WWCC or teacher registration and National Police check for each educator, educator assistant and co-ordination unit staff including an identifying number and expiry date (in relation to a check or registration, the date that the check or registration was sighted by the approved provider or a nominated supervisor of the service).
- Full name and date of birth of any family member or resident who normally resides at the Family Day Care residence.
- Details of the working with children clearance, such as WWCC or teacher registration and National Police Check for any other family members or residents, aged 18 years or over who normally resides at the Family Day Care residence including an identifying number and expiry date, (the date that the check, card, record or registration was sighted by the approved provider or a nominated supervisor of the service).
- Regular Excursions and/or kindergarten/school pickups for each educator.

The coordination unit will:

- Provide evidence that the FDC educator is adequately monitored and supported by the coordination unit, including:
 - dates and times of visits to the residence or venue or phone calls
 - details or supporting correspondence or written materials provided to the FDC educator
- Take reasonable steps to ensure the information in the register is accurate.
- Provide any information in the register (and any changes) to the regulatory authority upon request within 24 hours of the request.
- Keep the information in the register until the end of three years after the FDC educator, co-ordinator or educator assistant ceases to be employed, engaged by or registered with the service.
- Ensure that regulatory responsibilities are met in relation to keeping a register of FDC educators, co-ordinators and educator assistants.

The FDC educators and educator assistants will:

Notify the approved provider of any changes to the information recorded in the register, including: personal information; qualifications; training; working with children clearance, such as a WWCC or teacher registration (jurisdiction dependant); details of the children being educated and cared for; and details of people who normally reside at the FDC residence.

Definitions

Not applicable

Related Procedure

Nil.

References

Related Surf Coast Shire Council Policies

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| 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

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|-----------|-------------------------------------------------------------|
| D15/77757 | Family Day Care Re-registration Requirements Checklist Form |
| D16/511 | Family Day Care home visit record |

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)

Document History

Version	Document History	Approved by – Date
1	Approved	General Manager Culture and Community – 01/04/2014
2	Amended	Manager Aged and Family – 27/06/2017
3	Amended	Manager Community Strengthening – 14/02/2019
4	Amended	Manager Community Strengthening – 13/8/2020
5	Amended	Manager Community Strengthening – 29/3/2022