

Educator Ending Care Policy and Guideline

Published	June 2017
Review Date	January 2019
Sources	Education and Care Services National Regulations, October 2017 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017 Guide to the National Quality Standard, October 2018 Education and Care Services National Law Act 2010

Aim:

To ensure that Educators provide enough notice to the service of them ending care, and that they do so in a professional manner.

Explanation:

When an Educator gives notice for them ending care with CCEL, a minimum of 4 weeks notice is required. Providing CCEL with as much notice as possible will ensure that the children's best interests are taken into account, and enable the service to provide alternate care arrangements for the children and families.

Responsibilities:

In relation to Co-ordination Unit Staff:

- Be aware of the requirements of the current Education and Care Services National Regulations and current National Quality Standard
- Be aware of the Child Care Compliance Obligations as set out by Department of Education and Training
- Ensure that Educators giving their notice to end care with the service do so in writing and have given a minimum of 4 weeks notice
- Notify parents of the Educators decision to end their care with the service, ensuring that they are also given a minimum of 4 weeks notice
- Work with Educators to assist families in obtaining alternate care arrangements within the service
- Ensure priority of allocation is given to children moving to new care arrangements
- CCEL will determine the notice period required for children moving to alternate care arrangements within the service. This means that if a family is able to find alternate care with another Educator within CCEL prior to the end of the Educators notice period they will be able to move their child's care arrangements as soon as is practicable and without any penalty
- Arrange for all documentation relating to the children and families enrolled with the Educator to be collected and archived at the service
- Arrange for the collection of any CCEL Resources to be returned to the Resource Library

In relation to Educators:

- Be aware of the requirements of the current Education and Care Services National Regulations, current National Quality Standard
- Be aware of the Child Care Compliance Obligations as set out by Department of Education and Training
- Notify CCEL in writing of their decision to end care with the service, giving a minimum of 4 weeks notice

- In consultation with CCEL notify parents of their decision to end care with the service, giving a minimum of 4 weeks notice
- Work with CCEL in assisting parents to seek alternative care arrangements within the service
- Collate all documentation related to the children and families enrolled with them ready to be returned to CCEL for archiving, this includes:
 - Educator Diary
 - Children's Portfolios and Assessment and Evaluation Records
 - Children's Enrolment Forms
 - Children's Incident/Illness/Injury & Trauma Forms
 - Fee Collection Evidence and Receipts for payments
- Ensure that when collating all documentation relating to children and families, that it is kept in a safe and secure place until collection by CCEL Staff
- Ensure that when collating all documentation relating to children and families their privacy of is maintained
- Prepare CCEL Resources borrowed from the Resource Library ready for return

Related Policies:

- Code of Conduct
- Communication
- Privacy and Confidentiality
- Governance and Management (Including Confidentiality of Records)
- Staff Code of Conduct

Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Co-ordination Unit Staff accessing current relevant information
- Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

Policy Review

Date Revised	Comments
May 2015	Added extra information about children moving to another Educator during the notice period
May 2018	Updated Regulatory Sources

Educator Ending Care Guidelines

- Notify CCEL in writing of their decision to end care with the service providing a minimum of 2 weeks notice
- In consultation with CCEL notify families of their decision to end care with the service, providing a minimum of 2 weeks notice
- Work with CCEL to assist parents to find alternate care arrangements within the service
- Prepare resources from the CCEL Resource Library ready for collection
 - Ensure all resources are complete and packed away in their relevant boxes/storage containers
 - Wash and clean as required
 - If any resources are broken or missing set them aside and notify CCEL Staff before collection
- Prepare all documentation relating to children and families ready for CCEL to collect, this includes:
 - Educator Diary
 - Children's Portfolios
 - Children's Assessment and Evaluation Records
 - Children's Incident/Illness/Injury & Trauma Forms