

Registration and Engagement of Educator Assistants Policy

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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

Aim:

To ensure that all Educators are registered and assessed appropriately by Country Children's Early Learning before commencing work as an approved Family Day Care Provider.

Explanation:

An Educator Assistant is a person who is directly involved in educating, supervising or caring for children in a Family Day Care Service, to relieve or assist the Educator in their Residence or Venue.

An approved Family Day Care Educator Assistant may assist the Family Day Care Educator by:

- In the absence of the Family Day Care Educator transporting a child between the Family Day Care Residence or Approved Family Day Care Venue and a school, another education and care service or children's service or the child's home
- Providing education and care to a child in the absence of the Educator, in emergency situations, including when the Educator requires medical care or treatment
- Providing education and care to a child in the absence of the Educator to attend an appointment if:
 - The absence is for less than 4 hours and
 - The approved provider of the Family Day Care Service has approved that absence and
 - Notice of that absence has been given to the parents of the child
- Providing assistance to the Educator while the Educator is educating and caring for children as part of a Family Day Care Service

Responsibilities:

In relation to the Scheme:

- Abide by their obligations under the current Education and Care Services National Regulations and National Quality Standard in relation to the registration and engagement of Educator Assistants
- All Family Day Care Educator Assistants registered with Country Children's Early Learning will be self-employed contractors
- The Nominated Supervisor will be responsible for recruiting new Educator Assistants to the service
- To ensure the fitness and propriety of Family Day Care Educator Assistants, assessments of the following people will occur prior to any education and care being provided as part of a Family Day Care Service:
 - Educator
 - Any adults, including children over 18 years old residing in the Family Day Care Educators Home
 - Long term overseas residences residing in the Family Day Care Educators home

- To assess whether a new Educator Assistant is suitable for a position in the Family Day Care Service have them fill in a Care Provider Application Form
- Ensure that any Educator Assistant has reached the age of 18 years old
- Ensure that the Educator Assistant has, or is actively working towards at least an approved Certificate III Level Education and Care qualification
- Once the application form is completed use the Registration Checklist to ensure that all information and documentation needed for an Educator Assistant to start work have been collected
- Ensure that the Educator has, or is actively working towards at least an approved Certificate III Level Education and Care qualification
- Ensure that the Educator has completed the HLDAID004 approved First Aid Training and CHCPRT001 Child Protection Training prior to commencement.
- Use the Registration Checklist to ensure that all necessary documentation has been provided to the Educator, such as:
 - Assess to the CCEL Educator Portal
 - Access to Education and Care Services National Regulations
 - Access to Kids Safe Family Day Care Safety and Risk Assessment Booklet
 - Access to NSW Mandatory Reporters Guide
 - Country Children's Early Learning Policy and Procedure Manual
 - Country Children's Early Learning Care Provider Handbook
- CCEL Service Diary The Nominated Supervisor or the Coordinator will complete the induction process with new Educators
- Complete an induction with each new Educator Assistant prior to them starting work using the Educators Induction Checklist, and the New Carer Home Training Power Point Presentation
- An Educator Assistant cannot be approved unless the Family Day Care Educator provides written consent from the parents for each child being cared and educated for by the Educator for the use of the Educator Assistant
- Maintain a register of Family Day Care Educators to ensure that is clear at any given time who is currently registered as a Family Day Care Educator Assistant and ensure that the register is updated as changes occur and includes the following information in accordance with the current Education and Care Regulations.
- The Nominated Supervisor will be responsible for recording and updating the register of Family Day Care Educators
- The register of Family Day Care Educators will be kept at the service's office where the Nominated Supervisor and Coordinators can access it

In relation to Educator Assistants:

- Be aware of their obligations under the current Education and Care Services National Regulations and National Quality Standard in relation to the registration and engagement of Educator Assistants
- Provide CCEL with all the required documentation as requested in the Educator Assistants Induction Checklist
- Have, or be actively working towards at least an approved Certificate III Level Education and Care qualification
- Sign and abide by the Educator Assistant Agreement and Educator Code of Conduct
- Be prepared to participate in all training sessions, as deemed necessary, that are conducted by the Co-ordination Unit

- Be familiar with the whereabouts in the Family Day Care Educator's Residence or Venue of:
 - First Aid Kit
 - Fire Extinguisher and Evacuation Plan
 - Emergency Numbers
 - Parent Contact Numbers
 - Children's Details/Special Requirements/Medical Conditions
 - Children's Belongings
 - Other equipment needed for the running of the day
- Carry out regular maintenance, safety and cleaning routines as needed
- Where possible the normal routine of the children's day should be followed
- Discuss the day's program with the Educator
- Ensure that the parents complete the claim form/attendance records
- Maintain confidentiality

In relation to Educators:

- Be aware of their obligations under the current Education and Care Services National Regulations and National Quality Standard in relation to the registration and engagement of Educator Assistants
- Contact the Educator Assistant and tentatively book days needed. Anticipated hours and numbers of children and rate of payment should be discussed at this time
- Discuss with parents which children will be needing care and what hours they will require
- Obtain written consent from parents that their child can be educated and cared for by the named Educator Assistant
- When possible, confirm with the Educator Assistant one week before relief care commences, days needed, hours of care and number of children. Discuss any additional needs of the children in care
- Ensure the Educator Assistant is familiar with the whereabouts of:
 - First Aid Kit
 - Fire Extinguisher and Evacuation Plan
 - Emergency Numbers
 - Parent Contact Numbers
 - Children's Details/Special Requirements/Medical Conditions
 - Children's Belongings
 - Other equipment needed for the running of the day
 - Discuss maintenance, safety and cleaning routines
 - Provide a check list of end of day duties
- Discuss the day's program with the Educator Assistant

In relation to Working With Children and Police Checks:

- If a Working With Children Check is not granted for the Educator or any household members by the NSW Office of Children's Guardian the Educator will not be registered with the service and the relevant authorities notified of the application.
- If a Police Check for a potential Assistant Educator, Family Member or Household Member is returned with disclosures, the potential Assistant Educator, Family Member or Household Member will be asked to provide further information to CCEL Family Day Care Service. This further information might include
 - Community Service Undertaken
 - Attendance at an Anger Management Course

- Alcohol or Drug Rehabilitation
- If a Police Check is returned with a disclosure CCEL Family Day Care Service may ask for additional reference checks to be completed
- If CCEL Family Day Care Service Personnel are not satisfied with the additional information provided, for the potential Assistant Educator, Family Member or Household Member, registration will not go ahead
- If a Police Check is returned with a disclosure that shows the person has caused harm or risk to a child the registration will not proceed

In relation to Referee Checks:

- If a referee raises any concerns about a potential Assistant Educator, Family Member or Household Member, additional referees will be requested
- If CCEL Family Day Care Service Personnel do not deem a potential Assistant Educator, Family Member or Household Member to be a fit and proper person registration will not continue

Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

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

Policy Review

Date Revised	Comments
June 2013	Scheduled Policy Review – No changes made
May 2014	Added Police Check & Referee Check Information
December 2014	Scheduled Policy Review – No changes made
April 2015	Added change to ensure meets current regulations
June 2016	Scheduled Policy Review- No changes made
October 2017	Only access with Educator absents for less than 4 hours