

## Keeping A Register of Educators Policy

<b>Published</b>	<b>December 2020</b>
<b>Review Date</b>	<b>October 2021</b>
<b>Sources</b>	Education and Care Services National Regulations, October 2020 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2020 Guide to the National Quality Standard, October 2018

### Aim:

The Family Day Care Service aims to act in an equitable and transparent manner when registering educators, ensuring compliance with National Regulations.

### Explanation:

In addition to files being maintained for all Educators and Service personnel, to meet obligations under the Education and Care Services National Law and National Regulations the Service maintains a register of FDC educators, co-ordinators and educator assistants. The Registers are maintain as follows:

- Family Day Care Educators is maintained on the Harmony Web Software program
- Family Day Care Educator Support and Monitoring on individual Word Documents saved as 'Educator Support and Monitoring'
- CCEL personnel Register is maintained on an Xcel spread sheet.

### Implementation:

The Family Day Care Service will ensure that the register of family day care educators is developed and maintained at the Services Principal Office with the following information of all educators:

- The full name, date of birth and contact details (including address) of the FDC educator, Coordinator and educator assistant
- The name of the FDC educator who is assisted by the educator assistant
- The address of the FDC residence or approved venue (stating whether it is a residence or approved venue)
- The date they were employed/engaged/registered – or ceased to be – with the service
- The days and hours the FDC educator usually works
- If they are also an approved provider: the provider approval number and the date granted
- Evidence of any qualifications or that they are actively working towards qualifications
- Evidence the FDC educator/educator assistant/co-ordinator (if providing education and care) have completed current approved training in first aid, anaphylaxis management and emergency asthma management
- Evidence of any other training
- Working with children clearance details, such as a WWCC or teacher registration, for the FDC educator, educator assistant and co-ordinator if providing education and care (jurisdiction dependent)
- The full names and dates of birth of each child the FDC educator cares for, and the days and hours care is usually provided to them

- The name and date of birth of people who normally reside at the FDC residence and a record of working with children clearance
- Evidence that the FDC educator is adequately monitored and supported by a co-ordinator, 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

### **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