

## Registration and Assessment of Educators Policy (Including Persons Residing at Family Day Care Residences)

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<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:**

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:**

Country Children's Early Learning will use a fair, transparent and thorough process to recruit and induct Family Day Care Educators. Having an effective, transparent and equitable recruitment process attracts and retains Educators who can best meet the needs of the children and their families. Thorough induction processes will ensure that the service prepares new Educators to comply with the National Regulations.

To ensure that the service is recruiting Educators who can best meet the needs of the children and their families a comprehensive Registration Checklist that outlines all of the requirements of the assessment of a new Educator under the Education and Care Act and the Department of Education CCS Compliance will be completed prior to the commencement of an education and care service being provided.

As part of a new Educators Induction Process comprehensive training in the form of face-to-face training by the scheme and the completion of specifically designed training courses relating to Child Protection, Health and Safety, Curriculum Planning, Operational Forms and CCS Compliance must also be completed by prospective Educators prior to commencing.

Completion of Working With Children Checks, Police Checks and Referee Checks will be finalised prior to the Educator being given approval to provide an education and care service.

If at any time it is deemed by the scheme that the prospective Educator is not meeting all the requirements as set out by the Education and Care Act or the Schemes Policies, approval for that Educator to provide an education and care service will not be granted.

### **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 assessment of Educators
- All Family Day Care Educators registered with Country Children's Early Learning will be self-employed contractors
- The Nominated Supervisor will be responsible for recruiting new Educators to the service with the assistance of the nominated Coordinator for the new Educator.

- To ensure the fitness and propriety of Family Day Care Educators, 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 residences residing in the Family Day Care Educators home
- To assess whether a new Educator is suitable for a position as a Family Day Care Provider have them fill in a Care Provider Application Form
- Ensure that any Educator has reached the age of 18 years old
- Once the application form is completed use the Registration Checklist to ensure that all information and documentation needed for an Educator to start work have been collected, including the Partner Support Form
- Prior to the Educator starting ensure that a Services Agreement for the provision of Family Day Care Services is signed by the Educator and Country Children's Early Learning
- 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:
  - Access 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 nominated Coordinator will complete the induction process with new Educators
- Complete an induction with each new Educator prior to them starting work using the Educators Induction Checklist and the New Carer Home Training Power Point Presentation
- Take reasonable steps to ensure that any people over the age of 18 who live at the Family Day Care Residence, and people who are Family Day Care Educator Assistants are fit and proper. To do this the provider must assess each person by taking into account the following:
  - A criminal history check issued within the previous six months
  - A current working with children check or card, or working with vulnerable people check based on a criminal history record check
  - Reference Check
- 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 and ensure that the register is updated as changes occur and includes the following information in accordance with the current Regulatory requirements.
- The register of Family Day Care Educators will be kept at the service's office where the Nominated Supervisor and Coordinators can access it
- Assist new Educators with the completion of the Educators Commencement Performance Plan during their first 3 months of work

- Maintain an annual performance plan for each Educator to ensure that the support provided meets the needs of the Educator and their service.

**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 assessment of Educators
- Provide Country Children's Early Learning with all the required documentation as requested in the Educator's Induction Checklist
- Prior to starting ensure that a Services Agreement for the provision of Family Day Care Services is signed by the Educator and Country Children's Early Learning
- Have, or be actively working towards at least an approved Certificate III Level Education and Care qualification
- During the first 3 months of work complete the Educators Commencement Performance Plan in collaboration with a Country Children's Early Learning Staff Member

**In relation to Medical Clearances:**

- A Medical Clearance is required prior to registration on the CCEL Medical Clearance Form.
- Medical Clearances are required to be renewed every 12 months on the CCEL Medical Clearance Form
- In the event an Educator becoming unwell or injured, a renewed Medical Clearance will be required on the CCEL Medical Clearance Form.
- All Medical Clearances must be signed off by a Medical Practitioner and indicate that the Educator can fulfil all listed duties and not have any physical/mental conditions/issues that may impact on their ability to fulfil the role at any time.

**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 Educator, Family Member or Household Member is returned with disclosures, the potential Educator, Family Member or Household Member will be asked to provide further information to Country Children's Early Learning. 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 Country Children's Early Learning may ask for additional reference checks to be completed
- If Country Children's Early Learning Personnel are not satisfied with the additional information provided, for the potential 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 Educator, Family Member or Household Member, additional referees will be requested

- If Country Children's Early Learning Personnel do not deem a potential 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