

Relatives in Care Policy

Published	June 2018
Review Date	February 2024
Sources	Child Care Subsidy Minister's Rules 2017 https://www.legislation.gov.au/Details/F2017L01464 . Family Day Australia – Jigsaw – Issue 85: The New Child Care Package: Autumn 2018

Aim:

Explanation:

The term 'relative care' in this context applies to family day care undertaken by close relatives, for example, by persons related to the children in care as either; a grandparent or great-grandparent, an aunt or uncle, or a cousin.

The Child Care Subsidy Minister's rule states:

"It is a condition for continued approval in relation to an FDC service that the provider ensures that less than 50% of the children to whom any FDC educator is providing care within any CCS fortnight at the service are related to the FDC educator as:

- (a) a niece or nephew; or
- (b) a cousin; or
- (c) a grandchild (including a great grandchild)."

It is important to note that the ratio is applied across all of the children cared for across the whole fortnight and not to one particular session of care.

Responsibilities:

In relation to Co-ordination Unit Staff and Educators:

- To be aware that the responsibility or the implementation of this rule rests with the approved provider
- To ensure that Children who are related to the Educator must make up fewer than half of the children to whom they have provided care with in any fortnight.
- **Educators must complete the Educator Declaration: Relatives in Family Day Care form**

In accordance with the Educator Declaration: Relatives in Family Day Care Form;

1. The Educator is required to inform CCEL of any change to the booking of a Relative in Care.
2. The Educator is required to inform CCEL if any children not related to them end or reduce care
3. The Educator will not confirm the enrolment of a Relative without Authorisation from the CCEL Director.
4. The Educator understands if booking changes in their service change, resulting in children related to them making up half or more of the bookings in any fortnight, that the Relatives care will either need to be reduced or ended with two weeks notice, or as otherwise directed by CCEL.

In relation families:

- **Families accessing care must complete the Family Declaration: Relatives in Family Day Care form**

The Relative understands that in accordance with the Family Declaration: Relatives in Family Day Care Form;

- This enrolment cannot commence until the Director of Country Childrens Early Learning has authorised the care arrangement
- If a booking alters the Family Day Care Home ratio of Relatives to others, resulting in children related to the Educators making up half or more of the bookings in any fortnight, that the Relative's care will either need to be reduce or ended with two weeks, or as otherwise directed by CCEL.

Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

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