

Policy Statement

This policy acts to ensure that:

- The health, safety and wellbeing of children being educated and cared for within the service is protected through regular visits to monitor, support and supervise the Family Day Care Educators

Strategies

Monitoring & Supervision

- Monitoring and supervision for all Family Day Care Educators will be provided by Service Coordinators, which comprises of suitably qualified and experienced staff members
- Conduct regular announced visits to each Educators residence or venue and conduct the Educators Visit Checklist
- Conduct regular unannounced visits to each Educators residence or venue and conduct the Educators Visit Checklist
- Upon each visit go through the Educators Diary, provide support in developing and evaluating the children's program, assist with parent feedback and review other operation documents included in the diary
- Write feedback in the Educators Diary for the ongoing improvement of their service
- Write plans of action and strategies on the Visit Checklist
- Develop additional more detailed Action Plans where large or several improvements need to be made
- Schedule additional visits for new Educators over the first 3 months of their registration to provide mentoring and support as required.
- Each Coordinator is to contribute to and maintain a register on each Educator recording the method and nature of monitoring, support and supervision provided

Support

- Support for all Family Day Care Educators will be provided by Service the Coordinators
- Ensure telephone support is available to all Educators during their working hours

Policy Created
February 2016

Policy Last Updated
July 2023

Policy Review Date
July 2025

- Ensure additional visits are made to Educators upon request or as required
- Have strategic plans for homes, venues, children's behaviour and other challenging situations developed and work through these with Educators as required
- Ensure Educator's quarterly operational and training goals are discussed and supported during visits and support provided to source appropriate professional development training and resources
- Support networks facilitated between Educators to encourage the sharing of ideas, practices and strategies
- Ensure the mentoring of new Educators is encouraged and facilitated by Educators and the Service
- Encourage Educators to take up the option of having a shared Dropbox file for support in curriculum planning, assessment of children's development and operational forms

Educators in Remote Locations

- Monitoring, support and supervision for Educators in remote locations will be provided by Service Coordinators
- Ensure that in addition to the visits and phone support provided by the Coordinators, Zoom and email are encouraged as another form of support for Educators in remote locations

Roles and Responsibilities

Nominated Supervisor/Coordinator

- Ensure that at least one suitably qualified and experienced person is employed as a Family Day Care Coordinator to monitor, support and supervise for every 15 Educators
- A Diploma of Children's Services is the minimum qualification required by all staff employed to monitor, support and supervise Family Day Care Educators
- Ensure that at any given time the Approved Provider, Nominated Supervisor or Coordinators of the service are available to provide support to every Family Day Care Educator

LINKS TO:

- **Education & Care Services National Law**
- **Education & Care Services National Regulations**
168, 169, 170
- **National Quality Standards/Elements:**
4.1, 4.2, 7.1
- **Child Safe Standards**
1, 4, 5, 6, 7, 8, 9, 10

Continual Monitoring and Improvement

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider and Coordinators accessing current relevant information
- Approved Provider, Coordinators and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

SOURCES

- Education and Care Services National Regulations - December 2021
- Education and care Services National Law - January 2022
- 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 - January 2020
- Implementing the Child Safe Standards: A Guide for Early Education and Outside School Hours Care Services, NSW Department of Education, 2021
- A Guide to the Child Safe Standards, NSW Office of the Children’s Guardian, 2020
- ACECQA – FDC Approved Provider compliance responsibilities – October 2017
- Be You
- My Time Our Place: Framework for School Age Care in Australia
- The Early Years Learning Framework
- ECA Code of Ethics
- United Nations Convention on the Rights of the Child
- Kidsafe “Family Day Care Safety Guidelines”

LINKS TO OTHER POLICIES:

- Communication
- Continual Improvement & Monitoring
- FDC Philosophy
- Governance & Management
- Privacy & Confidentiality
- Staff Code of Conduct
- Staffing
- Supervision
- Training & Professional Development