

## Policy Statement

This policy acts to ensure that:

- The Family Day Care Service acts in an equitable and transparent manner when registering educators, ensuring compliance with the National Regulations

## Explanation

Record keeping is an integral part of the management of a service. Importantly it can support quality education and care, as well as the safety and wellbeing of children.

To meet our obligations under the Education and Care Services National Law and National Regulations the Service maintains a register of FDC Educators, Coordinators and Educator Assistants. The Registers are maintained as follows:

- Family Day Care Educators Register is maintained on the Harmony Web Software program
- Family Day Care Educator Support and Monitoring Records as individual Word Documents saved as 'Educator Support and Monitoring'
- CCEL Personnel Register is maintained in an Excel spreadsheet

## Goals

- We are committed to good record keeping practices to support the delivery of quality education and care for the children at the service
- This includes meeting all requirements for the register of FDC Educators, Coordinators and Educator Assistants

## Strategies 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

**Policy Created**  
February 2016

**Policy Last Updated**  
July 2024

**Policy Review Date**  
June 2026

- 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/Coordinator (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 Coordinator 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 Coordinator, 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, Coordinator or Educator Assistant ceases to be employed, engaged by or registered with the service
- Ensure that the details of when FDC educators are approved to educate and care for more than seven children, or more than four children who are preschool age or under, at any one time, due to exceptional circumstances, are kept on the register of FDC Educators

The details, must include the:

- Nature of exceptional circumstance
- Date of when approval was granted by the Approved Provider
- Name of the person who granted the approval

**LINKS TO:**

- [Education & Care Services National Law Section 269](#)
- [Education & Care Services National Regulations 153, 168, 169, 170, 171, 172](#)
- [National Quality Standards/Elements 7.1.2](#)
- [Child Safe Standards 1, 4, 5, 6, 7, 9, 10](#)

- Date of birth and name of each child educated and cared for as part of the approval
- Period which the FDC Educator is approved to educate and care for more than seven children, or for more than four children who are preschool age or under

These details must be kept each time the approved provider approves a FDC Educator to educate and care for more than seven children (or more than four children who are preschool age or under

## 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
- [ACECQA – Record Keeping in FDC Services](#)
- [ACECQA – Requirements for FDC Providers](#)
- [ACECQA – FDC Approved Provider Compliance Responsibilities](#)

## LINKS TO OTHER POLICIES:

- Assessment and Reassessment of FDC Residences and Venues
- Child-Safe Environment
- Governance & Management
- Monitoring, Support & Supervision
- Registration and Assessment of FDC Educators & Assistant Educators
- Training & Professional Development