

# Registration & Assessment of FDC Educators & Educator Assistants (Including persons residing at the FDC Residence)

## Policy Statement

This policy acts to ensure that:

- The health, safety and wellbeing of all children attending our service is paramount. As part of our efforts we assess our FDC Educators, FDC Educator Assistants and those residing at FDC residences as fit and proper persons prior to approval, and on a regular basis throughout their approval period

## 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 the requirements of the assessment of a new Educator under the Education and Care National Law and the Department of Education, Skills and Employment 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 Service 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 Service that the prospective Educator is not meeting all the requirements as set out by the Education and Care Act or the Services Policies, approval for that Educator to provide an education and care service will not be granted.

**Policy Created**  
February 2016

**Policy Last Updated**  
January 2025

**Policy Review Date**  
June 2026

## Definitions

### Educator Assistant

An Educator Assistant is a person who is directly involved in educating, supervising or caring for children in a Family Day Care Service, to relieve or assist the Educator in their Residence or Venue.

An approved Family Day Care Educator Assistant may assist the Family Day Care Educator by:

- In the absence of the Family Day Care Educator transporting a child between the Family Day Care Residence or Approved Family Day Care Venue and a school, another education and care service or children's service or the child's home
- Providing education and care to a child in the absence of the Educator, in emergency situations, including when the Educator requires medical care or treatment
- Providing education and care to a child in the absence of the Educator to attend an appointment if:
  - The absence is for less than 4 hours
  - The Approved Provider of the Family Day Care Service has approved that absence
  - Notice of that absence has been given to the parents of the child
- Providing assistance to the Educator while the Educator is educating and caring for children as part of a Family Day Care Service

## Goals

- 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

## Roles and Responsibilities

### Service

- 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 and Educator Assistants to the service
- 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 at least an approved Certificate III Level Education and Care qualification
- Ensure that the Educator has completed the approved First Aid (HLTAID012) and Child Protection (CHCPRT025) 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 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
- CCEL conduct regular monitoring and support of Educators via routine visits and virtual and telephone contact. Visit notes that cover regulatory requirements, and the National Quality Standards are completed for each Educator on a routine schedule
- CCEL maintains a support register for each Educator documenting where all monitoring and support in relation to the Educator, persons residing in the Family Day Care homes/venue, their environment and overall service activities, is recorded

## **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 at least an approved Certificate III Level Education and Care qualification
- Raise concerns with the Approved Provider if any circumstances arise that may pose a risk to a child's health, safety and wellbeing are identified, including cultural, environmental and operational risks
- Raise concerns with the Approved Provider if any circumstances arise that may affect whether residents of the FDC home are fit and proper to be in the company of children

### **Educators to notify the Approved Provider of the following:**

- Any new person aged 18 years and over who resides, or intends to reside at the Educators Family day Care residence
- Any circumstances relating to a person who resides, or intends to reside at the Educators Family Day Care residence that may affect whether the person is a fit and proper person to be in the company of children

- Including if the person is charged with or convicted of a sexual offence, an offence of a violent nature, an offence involving drugs, an offence involving a weapon
- If a person's application for a working with children check is revoked, suspended or rejected
- If the person is prohibited from working with children
- Any serious incident that occurs while a child is being educated and cared for by the Educator as part of the service
- Any complaints alleging that:
  - A serious incident has occurred or is occurring while a child is or was being educated and cared for the Educator or
  - The Law has been contravened
- Any circumstance arising at the FDC residence or approved venue that may pose a risk to the health, safety and wellbeing of children attending or likely to attend the family day care residence or venue
- Relevant circumstances include any of the following:
  - Any renovations or other significant changes to the residence or venue
  - An infectious disease outbreak at the residence of venue
  - A bushfire, flood or other natural disaster
  - A disaster that may affect the residence or venue

### **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 has a change to a current medical condition, are diagnosed with a new medical condition or become unwell or injured, a renewed new 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.
- Failure to disclose a change or onset of a medical condition or injury that may impact upon the Educators ability to provide education and care to children in accordance with the Education and Care National Law and Regulations may result in termination from engagement with Country Children's Early Learning

### **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

### **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

### **Educator Assistants**

- An Educator Assistant cannot be approved unless the Family Day Care Educator provides written consent from the parents for each child being cared and educated for by the Educator for the engagement of the Educator Assistant
  
- Sign and abide by the Educator Assistant Agreement and Educator Code of Conduct
  
- Be prepared to participate in all training sessions, as deemed necessary, that are conducted by the Service Coordinators
  
- Be familiar with the whereabouts in the Family Day Care Educator's Residence or Venue of:
  - First Aid Kit

- Fire Extinguisher and Evacuation Plan
  - Emergency Numbers
  - Parent Contact Numbers
  - Children's Details/Special Requirements/Medical Conditions
  - Children's Belongings
  - Other equipment needed for the running of the day
- Carry out regular maintenance, safety and cleaning routines as needed
  - Where possible the normal routine of the children's day should be followed
  - Discuss the day's program with the Educator
  - Ensure that the parents complete the claim form/attendance records
  - Maintain confidentiality

### **FDC Educators engaging an Educator Assistant**

- Contact the Educator Assistant and tentatively book days needed. Anticipated hours and numbers of children and rate of payment should be discussed at this time
- Discuss with parents' which children will be needing care and what hours they will require
- Obtain written consent from parents that their child can be educated and cared for by the named Educator Assistant
- When possible, confirm with the Educator Assistant one week before relief care commences, days needed, hours of care and number of children. Discuss any additional needs of the children in care
- Ensure the Educator Assistant is familiar with the whereabouts of:
  - First Aid Kit
  - Fire Extinguisher and Evacuation Plan
  - Emergency Numbers
  - Parent Contact Numbers
  - Children's Details/Special Requirements/Medical Conditions
  - Children's Belongings
  - Other equipment needed for the running of the day
  - Discuss maintenance, safety and cleaning routines
  - Provide a check list of the end of day duties
- Discuss the day's program with the Educator Assistant

#### **LINKS TO:**

- **Education & Care Services National Law**
- **Education & Care Services National Regulations**  
84, 119, 127, 136, 143a, 144, 153, 163, 164, 168, 169, 170, 171, 172
- **National Quality Standards/Elements:**  
2.2.3, 4.1, 5.1, 7.1.2, 7.1.3
- **Child Safe Standards**  
1, 4, 5, 6, 7, 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
- [ACECQA – FDC Educator Compliance Responsibilities](#)

### LINKS TO OTHER POLICIES:

- Assessment and Reassessment of FDC Residences and Venues
- Child-Safe Environment
- Governance & Management
- Keeping a Register of FDC Educators
- Monitoring, Support & Supervision
- Visitors to FDC Residences & Venues while Education and Care is being provided to children