

POLICY

POLICY 13: ENGAGEMENT AND REGISTRATION OF FAMILY DAY CARE EDUCATORS

OVERARCHING PERSPECTIVE:

Perspective: Quality Services
Policy: Services and Programs

POLICY:

A formal process will be used for the recruitment of Educators and Coordination Unit Staff.

SCOPE:

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of Our Village Family Childcare Service.

RATIONALE:

To ensure the rights of all children to be safe and protected from any form of abuse including sexual, physical, neglect and emotional abuse by following a rigorous process for the engagement of Educators and staff.

PROCESS:

Educator Recruitment

Suitability to provide an education and care service will be determined following; completion of a written application, interview, police checks, working with children checks (of all adults over 18 years of age residing or regularly visiting the educator's home), medical declarations, orientation training and home safety/vehicle safety checks

Criteria for Selection of Educators

- Educators selected need to be able to meet the requirements of the service in line with the Early Years Learning Frameworks & National Quality Standards and the Education and Care Services National Regulations, 2011 and Act, 2010.
- The prospective Educator must be at least 18 years of age (Education and Care Services National Regulations, 2011 regulation 119).
- Educator suitability in regard to knowledge, skills, previous experience, current qualification status (e.g. Certificate III or IV in early childhood services) and a willingness to participate in professional development (refer to duty statement).
- Applicant's agreement to reference checks.
- Applicants must agree to abide by all conditions as set out in the Educator Agreement.
- Applicants and other adult household members or regular visitors to the Educator's home must undergo a Criminal Record check and Working Children Check.
- Attendance at an approved First Aid course, Anaphylaxis course and Emergency Asthma course is compulsory prior to commencing (Education and Care Services National Regulations 2011, regulation 136 (3a, b & c, 4 & 5)).
- Assurance by the applicant to take out public liability insurance as per the Educator Agreement.
- Medical assessment conducted by a registered medical practitioner in line with the duty statement.

On enquiry by the applicant, an Information Package is provided with:

- Parent and Educator Handbook
- Information for Prospective Educator (Info Pack)
- Duty Statement
- Fee Schedule
- Application Form
- Safety Information

1. A completed written application is to be returned and will be assessed by the Manager. Depending on the service current needs and the suitability of the candidate an interview may be arranged.
2. The interview is to be conducted by at least two (2) coordination unit staff members and reference checks completed.
3. A decision to accept or decline the application is made by the panel.
4. If successful, applicants and other members of the household over 18 years of age complete:
 - a. Consent to Conduct Police Check which is forwarded to the Criminal Investigations Branch. Cost to the prospective educator.
 - b. A Working With Children Check . application forms at all post offices and other members of the household, over the age of 18 years, will be required to complete the volunteer WWCC.
5. The successful applicant is required to participate in an Orientation Program lead by the Coordination Unit.
6. Applicant conducts initial Home Safety/Vehicle Safety checks (self-assessment).
7. Coordination Unit staff conduct follow up Home Safety/Vehicle Safety check.
8. On completion of the previous steps a registration visit is conducted by the Coordination Unit, supplying the Educator with a policy manual and relevant paperwork.
9. The Educator Agreement is then signed by both parties.
10. The registration/approval process may cease at any time if any areas of the selection criteria cease to be met.

COORDINATION UNIT STAFF - RECRUITMENT

All vacancies for permanent positions are advertised. Applications for positions will be short listed by the Manager (or General Manager where the Manager position is vacant). An interview panel will consist of the Manager and at least one other person (e.g. Coordinator, General Manager, or HR etc.). Referee checks will be completed by the Manager prior to any offer of employment.

All Coordination Unit staff will be selected on the understanding that they have:

- Experience working in the Early Childhood Field
- Appropriate qualifications, with a minimum being Diploma in Children's Services or the equivalent for Coordinators (Education and Care Services National Regulations 2011, regulation 128 & 137).
- Understanding of the Department of Education and Training and the Education and Care Services National Regulations 2011 and Act 2010 as required.
- Willingness to undertake the Fit and Proper Person assessment if required.
- An understanding and commitment to the Early Years Learning Frameworks for Coordinators
- Good verbal and written skills
- Cross cultural sensitivity

- Agreed to provide references, Criminal Record Checks and Working With Children Checks
- Approved Level II Workplace First-Aid, approved Anaphylaxis and Emergency Asthma Training (Education and Care National Regulations 2011, regulation 136)
- Current Victorian Drivers Licence

DEFINITIONS:

Registered Medical Practitioner: is a registered under the Health Practitioner Regulation National Law to practice in the medical profession (other than as a student)

Criminal History Record Check: is a full disclosure Australia-wide criminal history record check, issued by a police force or other authority of a State or Territory or the Commonwealth.

Working with Children Check: is conducted by the Department of Justice & Regulation to determine if a person poses an unjustifiable risk to the safety of children. The WWC Check screens a person's criminal records and in some cases their professional conduct. The WWC Check focuses on serious sexual, violent and drug offences.


REFERENCES:

- Education and Care Services National Regulations, 2011 . Regulation 168
- Justice Department www.justice.vic.gov.au/workingwithchildren/
- Victoria Police http://www.police.vic.gov.au/content.asp?Document_ID=274

RELATED DOCUMENTS:

- Fit and Proper Assessment of Family Day Care Educators, Assistants and Adults Residing at the FDC Residences - 32
- Assessment, Approval and Reassessment of Family Day Care Residences - 2
- Child Safe Environment & Child Protection - 7
- Visitors to Family Day Care Residences - 47
- (SCH) Duty of Care Policy

This box to be completed after final draft has been approved.

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Issue Number:	Five (5)	Next Review:	November 2019
Owner:	Manager, Family Day Care	Signed in accordance with Deed of Delegation: <div style="text-align: right;">1/12/2016</div>  <hr/> Marcus Bosch General Manager, Child, Youth & Family Services Signed by: Marcus Bosch	