

POLICY

POLICY 17: KEEPING OF A REGISTER OF FAMILY DAY CARE EDUCATORS

OVERARCHING FRAMEWORK:

Perspective: People and Process

Policy: Business Process

POLICY:

Our Village Family Childcare Service will ensure that information on Educators and household residents is correct and up to date at all times. Educators are required to cooperate with all reasonable requests designed to keep this information accurate.

SCOPE:

This document applies to the Educators and Coordination Unit Staff of Our Village Family Childcare Service.

RATIONALE:

To ensure accurate and complete information is held on all active Educators as required under the Education and Care National Regulations, 2011.

PROCESS:

The Register of Educators must include the following information in relation to each Educator engaged by or registered with the service and will be documented by the Coordination Unit prior to commencement or as required.

- The full name, address, email address, phone numbers and the date of birth of the Educator
- The address of the residence or approved Family Childcare venue where the Educator will be providing care and education to children as part of the service, including a statement as to whether it is a residence or a venue
- The date that the Educator was engaged by, or registered with, the service
- When applicable, the date that the Educator ceased to be engaged by or registered with the service, for the period of three (3) years following that date
- The days and hours when the Educator will usually be providing education and care to the children as part of the service
- If the Educator is an approved provider, the number of the provider approval and the date the approval was granted
- If the Educator is a certified supervisor, the number of the supervisor certificate and the date it was granted
- Evidence:
 - of any relevant qualification held by the Educator or
 - if applicable, that the Educator is actively working towards that qualification as provided under Regulations
- Evidence that the Educator has completed all compulsory training including:
 - current approved first aid training, including CPR

- current approved anaphylaxis management training and
- current approved emergency asthma management training
- Evidence of any other training completed by the Educator
- For each child educated and cared for by the Educator as part of the service:
 - The child's name and date of birth and
 - the days and hours that the Educator usually provides education and care to that child
- If the education and care is provided in a residence:
 - The full names and dates of birth of all persons ages 18 years and over who normally reside at the Family Childcare residence
 - The full names and dates of birth of all children aged under 18 years who normally reside at the Family Childcare residence
- A record of:
 - The identifying number of working with children check, working with children card, working with vulnerable people check or criminal history record check or teacher registration of each person who is required to provide the check, care and the date of expiry of that check, card or registration, if applicable; and
 - The date that the check, card and record or registration was sighted by the approved provider or nominated supervisor of the service

DEFINITIONS:

REFERENCES:

Education and Care Services National Regulations 2011; Regulation 168

RELATED DOCUMENTS:


Governance and Management of the FDC Service Including Confidentiality of Records - 8

Engagement and Registration of Family Care Educators - 13

Fit and Proper assessment of Family Day Care Educators, Assistants and Adults Residing at Family Day Care Residences - 32

Visitors to the FDC Residences - 47

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

Issue Date:	November 2016	Previous Review(s):	Jul '15
Issue Number:	Two (2)	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> 	
		Marcus Bosch General Manager, Child, Youth & Family Services Signed by: Marcus Bosch	