

POLICY

POLICY 32: FIT AND PROPER ASSESSMENT OF FDC EDUCATORS, ASSISTANTS AND PERSONS RESIDING AT THE FDC RESIDENCE

OVERARCHING PERSPECTIVE:

Perspective: Quality Service
Policy: Services and Programs

POLICY:

All staff, Educators and assistant Educators must provide current Criminal History Checks and Working with Children Checks for themselves and all other persons aged 18 years or over, residing at the family childcare residence, in accordance with the Education and Care Services National Regulations 2011, part 4.7 Leadership and Service Management, Regulation 163 (4) and part 7.8 Victoria Specific Provisions, regulations 358 and 359.

Sunbury Community Health must be an organisation connected to the WWCC by the Department of Justice.

SCOPE:

This document applies to all Educators, Educator Assistants, Families and Coordination Unit Staff 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.

PROCESS:

Criminal History Checks:

- Criminal history checks are to be provided upon initial registration and must not be issued more than six (6) months before being considered by the service.
- Each Educator and family member residing in the Educator's residence aged 18 years and over must provide a new criminal history check at least every (three) 3 years.
- Educators must advise the Coordination Unit of any additional people who regularly spend time in the family day care environment. The Coordination Unit may require additional people who spend time in the family day care environment to submit a criminal history check.
- Criminal history checks are to be provided at the expense of the Educator or individual.

Working with Children Check (WWCC):

- Complete the assessment for the WWCC by accessing the appropriate documentation from the Post Office and following the guidelines.
- The costs associated with the application for a WWCC will be met by the Educator or staff member.
- Other members of the Educator's family aged 18 years and over can apply for the WWCC in the volunteer category with minimal costs applicable.
- After consultation with the Coordination Unit, staff may request that additional people who spend time in the Family Childcare environment to submit a WWCC.

Offences:

- In the event that a WWCC or Criminal History Check reveals offences relevant to the provision of care and education of children, education and care will be immediately terminated (see termination policy #39).
- The Coordination Unit reserve the right to request that any person not be present during the provision of education and care.
- It is the responsibility of the Educator, assistant Educator, household resident and coordination unit staff to renew their WWCC every five (5) years, prior to the expiry date.

Educators must advise the Coordination Unit of any additional people who spend time in the Family Childcare environment.

The service reserves the right to require that a person not be present during the Educator's operational hours.

APPENDICES:

Sunbury Community Health . National Police Record Check Procedure
Sunbury Community Health . Working with Children Check Procedure

DEFINITIONS:

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 and 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/workgngwithchildren/
Victoria Police http://www.police.vic.gov.au/content.asp?Document_ID=274

RELATED DOCUMENTS:

Assessment, Approval and Reassessment of Approved Family Day Care Residences - 2
Child Safe Environment & Child Protection - 7
Visitors to the Family Day Care Residences - 47
(SCH) National Police Record Check Procedure
(SCH) Working with Children Check Procedure
(SCH) Duty of Care Policy

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

Issue Date:	November 2016	Previous Review(s):	Apr '12, Mar '12, Jun '10, Jul '10, Jul '15
Issue Number:	Six (6)	Next Review:	November 2019
Owner:	Manager, Family Day Care	<p>Signed in accordance with Deed of Delegation: 1/12/2016</p> <p>X </p> <hr/> <p>Marcus Bosch General Manager, Child, Youth & Family Services Signed by: Marcus Bosch</p>	