

POLICY

POLICY 5: ENGAGEMENT AND REGISTRATION OF FAMILY DAY CARE ASSISTANTS

OVERARCHING PERSPECTIVE:

Perspective: Quality Services
Policy: Services and Programs

POLICY:

An Assistant Educator may be an adult who lives with the primary Educator or another approved person known to the primary Educator. All Assistant Educators must be approved by Our Village Family Childcare Service. A registered Assistant Educator may be engaged only as allowed for under national Regulation 144.

SCOPE:

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of the 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 and registration of Assistant Educators.

PROCESS:

An Assistant Educator will not be approved by Our Village Family Childcare unless the primary Educator provides the written consent of the parent of all children who will be in care of the proposed Assistant Educator and that a FDC Assistant Educator may only be used in the circumstances as listed in the Education and Care Services National Regulations 2011, regulation 144 (3) -

- Registration of an Assistant Educator is approved by the Manager and an Assistant Educator Agreement must be signed annually.
- Assistant Educators must provide a current Criminal Record Check (every 3 years) and a current Working with Children Check (every 5 years).
- Assistant Educators must hold a current first aid qualification and have undertaken current approved anaphylaxis management training and approved emergency asthma management training.
- The primary Educator is required to confirm with their insurer that the Assistant Educator is covered under the primary Educators Public Liability Insurance Policy.
- The Coordination Unit staff must be notified whenever the primary Educator is not available and is engaging the Assistant Educator. An Assistant Educator can only be used for the following reasons (regulation 144) -
 - Transporting a child between the approved Family Day Care residence and school, another education and care service or the child's home
 - In an emergency situation, including when the Educator needs urgent medical care or treatment
 - If the Educator must attend an appointment (other than a non-regular appointment) providing the absence is less than four (4) hours and the FDC service has approved the absence and notice of the absence has been given to parents

- To provide assistance to the Educator while they are educating and caring for children as part of Our Village Family Childcare

DEFINITIONS:

Family Day Care Assistant: is a person engaged by or registered with a family day care service to assist family day care Educators.

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 to determine if a person poses an unjustifiable risk to the safety of children. The WWC Check screens a person's criminal record 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:

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

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

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Issue Number:	Four (4)	Next Review:	November 2019
Owner:	Manager, Family Day Care	Signed in accordance with Deed of Delegation: <div style="text-align: right;">29/11/2016</div>  <hr/> Marcus Bosch General Manager, Child, Youth & Family Services Signed by: Marcus Bosch	