

POLICY NO 05: ENGAGEMENT AND REGISTRATION OF FAMILY DAY CARE ASSISTANTS

Key Policy Contact Person: Manager, Our Village Family Childcare

POLICY STATEMENT:

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 the Education and Care Services National Regulations 144.

CRITICAL INFORMATION:

The Coordination Unit staff must be notified in writing whenever the primary Educator is not available and is engaging the Assistant Educator. An Assistant Educator can only be used for the following reasons (current version July 1, 2023, Part 4.4 Staffing Arrangements, 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, 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 assist the Educator while they are educating and caring for children as part of Our Village Family Childcare

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PURPOSE:

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.

SCOPE/RESPONSIBILITIES:

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

STATEMENT OF DIVERSITY

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQ+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

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 WWCC screens a person’s criminal record and in some cases their professional conduct. The WWCC focuses on serious sexual, violent and drug offences.

PROCEDURES:

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 (current version July 1, 2023, Part 4.4 Staffing Arrangements, Regulations 119, 144, 153)

- 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 three (3) years) and a current Working with Children Check (every five (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 (HLTAID012 – Provide an Emergency First Aid Response in Education and Care Setting)

- 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 in writing whenever the primary Educator is not available and is engaging the Assistant Educator. An Assistant Educator can only be used for the following reasons (current version July 1, 2023, Part 4.4 Staffing Arrangements, Regulations 119, 144, 153)
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 - To assist the Educator while they are educating and caring for children as part of Our Village Family Childcare

APPENDIX:

- Our Village Family Childcare Educator Position Description

REFERENCES:

- [Education and Care Services National Regulations, \(current version July 1,2023\) – Regulation 119, 144,153, 168](#)
- [Working with Children Check](#)
- [Victoria Police](#)
- [Family Day Care Australia Police Checks](#)
- [ACECQA - First Aid Qualifications Training](#)

RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:

- Fit and Proper Assessment of Family Day Care Educators, Assistants and Adults Residing at Family Day Care Residences – 32
- Assessment, Approval and Reassessment of Approved Family Day Care Residences and venues – 2
- Child Safe Environment & Child Protection – 7
- Child Safety and Wellbeing - 55
- Visitors to the Family Day Care Residences – 47
- Delivery of children to and collection from and Early Education and Care premises - 58
- SCCH Client Empowerment Policy and Procedure
- SCCH Workplace Safety and Screening Policy and Procedure

VERSION CONTROL AND LEGISLATION:

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