

## POLICY NO 12: EDUCATOR HEALTH

**Key Policy Contact Person:** Manager, Our Village Family Childcare

**POLICY STATEMENT:**

The health and wellbeing of Our Village Family Childcare (OVFC) Educators is of the most important in the provision of quality Educational and Care for children, as the Family Day Care Educator has the sole responsibility for the children in their care.

Educators must be in good health and free from any medical conditions or dependency on any medication and/or substances that may affect their ability to safely educate and care for children (Education and Care Services National Regulations, (updated version July 1, 2023) Part 4.2 Children’s Health and Safety, Regulation 83 (1) (3).

**CRITICAL INFORMATION:**

Before commencement with OVFC the prospective Educator is required to:

- Disclose all pre-existing and/or current injuries or diseases prior to commencement with the service.
- Undergo a medical assessment, from a doctor of their choice, as part of the recruitment requirements.
- Complete the Health Declaration Form that is provided by the Coordination Unit.

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**PURPOSE:**

To ensure OVFC supports the health, safety and wellbeing of Educators and children in care.

**SCOPE/RESPONSIBILITIES:**

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of

the OVFC.

**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 (LGBTIQA+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

**DEFINITIONS:**

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**PROCEDURES:**

Before commencement with OVFC the prospective Educator is required to:

- Disclose all pre-existing and/or current injuries or diseases prior to commencement with the service.
- Undergo a medical assessment, from a doctor of their choice, as part of the recruitment requirements.
- Complete the Health Declaration Form that is provided by the Coordination Unit.

**Educators will:**

- If a condition prevents participation in all aspects of quality education and care provision, re-assessment of Educator suitability will occur.
- Inform the Coordination Unit immediately if they are using any prescribed medication, or suffering a medical condition that may adversely affect or impair their performance, or ability to perform the duties safely and competently.
- Notify the Coordination Unit if an on-going medical condition exists or if a short-term condition requires alterations to care provision.
- This information should be updated at any time a health concern arises within the Educators file on Harmony.
- Educators and the service will take responsibility for the implementation of safe work practices.
- In the event of illness of the Educator and /or members of his / her family, the wellbeing of all parties is to be considered.
- If unable to work, the Educator is to notify the parents of children in care and the Coordination Unit as soon as practicable.
- The Coordination Unit will endeavour to provide a relief Educator if required/available.
- Sunbury and Cobaw Community Health is responsible for Workcover for Educators.

This completed assessment is to be forwarded (emailed) to the coordinator and stored confidentially in the Educators file on Harmony in line with Policy 8 Governance and Management of FDC Service including confidentially of Records.

**APPENDIX:**

- Our Village Family Childcare Educator Position Description
- Our Village Family Childcare Medical Assessment

**REFERENCES:**

- Education and Care Services National Regulations, (updated version July 1, 2023) Regulation 83
- Education and Care Services National Law Act 2010 (current version July 1, 2023)

**RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:**

- Occupational Health and Safety – 28
- Dealing with Infectious Diseases – 24
- Child Safe Environment & Child Protection – 7
- Engagement and Registration of Family Day Care Educators – 13

**VERSION CONTROL AND LEGISLATION:**

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