

## POLICY NO 13: ENGAGEMENT AND REGISTRATION OF FAMILY DAY CARE EDUCATORS & COORDINATION UNIT STAFF

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

**POLICY STATEMENT:**

Our Village Family Childcare (OVFC) is committed to A formal process will be used for the recruitment of Educators and Coordination Unit Staff. We offer a:

- Consistent and transparent recruitment, selection and induction process for all Educators and staff.
- Undertake a rigorous screening, reference and background check for all Educators and staff in line with the legislative and SCCH organisational requirements and child safe standards.
- Completing a comprehensive induction process for all new Educators and staff ensures:
  - An understanding of their role and what is expected of them.
  - An Understands of SCCH and OVFC policies and procedures.
  - An understanding of the child protection legislation and their obligations for reporting suspected child abuse in line with SCCH and OVFC’s Child Safety and Wellbeing Policies and Procedures.

**CRITICAL INFORMATION:**

***Educator - Recruitment and Selection***

An initial enquiry is made by the prospective Educator via the OVFC Website or email to the coordination unit. Educators selected need to be able to meet the requirements of the service in line with the Early Years Learning Frameworks & National Quality Standards and the Education and Care Services National Regulations and Law Act, 2010 (current version July 1, 2023). The prospective Educator must be at least 18 years of age (Education and Care Services National Regulations, (current version July 1, 2023) – regulation 119))

***Coordination Unit Staff – Recruitment and Selection***

Manger to follow as per SCCH Recruitment and Selection Policy and Procedure (See Appendix) to ensure recruitment and selection is a fair and equitable process, using the principles of equal employment opportunity, inclusion, and diversity, whilst maintaining the integrity of our organisational structure and budget for the purpose of making employment decisions.

**Contents**

POLICY STATEMENT: ..... 1

PURPOSE: ..... 2

SCOPE/RESPONSIBILITIES:..... 2

STATEMENT OF DIVERSITY ..... 2

DEFINITIONS:..... 2

PROCEDURES:..... 3

**APPENDIX:**..... 5  
**REFERENCES:** ..... 6  
**RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:**..... 6  
**VERSION CONTROL AND LEGISLATION:** ..... 6

**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 of Educators and staff.

**SCOPE/RESPONSIBILITIES:**

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of 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 (LGBTIQ+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

**DEFINITIONS:**

|  |   |
|--|---|
| <b>Registered Medical Practitioner</b> | Is registered under the Health Practitioner Regulation National Law to practice in the medical profession (other than as a student)   |
| <b>Criminal History Record Check</b>   | 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  |
| <b>Working With Children Check</b>     | Is conducted by the Department of Justice and Regulation to determine if a person poses an unjustifiable risk to the safety of children. The WWCC screens a person’s criminal records and in some cases their professional conduct. The WWCC focuses on serious sexual, violent and drug offences |
| <b>Educator</b>                        | Any person who has been contracted by the service to deliver family day care to the local community   |
| <b>Child Safe Standards</b>            | Victorian organisations that provide services to children are required under the Child Safety and Wellbeing Act 2005 to ensure that they implement compulsory minimum Child Safe Standards to protect   |

|                        |  |
|------------------------|--|
|                        | <p>children from harm. In July 2022 Eleven Standards replaced the current seven and include requirements to:</p> <ul style="list-style-type: none"> <li>involve families and communities in organisations’ efforts to keep children and young people safe.</li> <li>provide greater focus on safety for Aboriginal children and young people.</li> <li>manage the risk of child abuse in online environments.</li> </ul> <p>The new Standards provide greater clarity and practical steps for each Standard. They outline what action organisations need to take to keep children and young people safe.</p> |
| <b>Recruitment</b>     | The process of seeking and attracting a pool of suitable candidates to a job vacancy.  |
| <b>Selection</b>       | The process of choosing the candidate who best meets the Key Selection Criteria.   |
| <b>Regular Visitor</b> | A Person who frequents a person or place   |

**PROCEDURES:**

***Educator - Recruitment and Selection***

An initial enquiry is made by the prospective Educator via the OVFC Website or email to the coordination unit. Educators selected need to be able to meet the requirements of the service in line with the Early Years Learning Frameworks & National Quality Standards and the Education and Care Services National Regulations and Law Act, 2010 (current version July 1, 2023). The prospective Educator must be at least 18 years of age (Education and Care Services National Regulations, (current version July 1, 2023) – regulation 119))

OVFC Manager will contact the prospective Educator to gather further information and discuss the requirements of a Family Day Care Educators to assess suitability to provide an Education and Care Service. The Educators suitability will be determined regarding knowledge, skills, previous experience, current qualifications (e.g., Certificate III or Diploma in Early Childhood Education and Care) and a willingness to participate in professional development.

On enquiry by the applicant, an Information Package is provided with:

- Parent and Educator Handbook
- Information for Prospective Educator (Info Pack)
- Educator Position Description
- Fee Range Schedule and Fee Tier Checklist
- Application Form
- Safety Information
- A completed written application is to be returned and will be assessed by the Manager including two referee checks.

OVFC Manager will also request the prospective Educator provide:

- Working with Children Checks and Police Checks for themselves, all family members 18yrs, regular visitors or other people residing in the home and over (the coordination unit will verify the status of all WWCC prior to commencement)
- Original identification documents for the purpose of an identity check – drivers’ licence, passport, birth certificate etc.
- Relevant qualifications
- Certificate of an approved First Aid course, Anaphylaxis course and Emergency Asthma course is compulsory prior to commencing (Education and Care Services National Regulations, (current version July 1, 2023) – regulation 136 (3a, b & c, 4 & 5). (HLTAID012 – Provide an Emergency First Aid Response in Education and Care Setting.
- If the prospective Educator wishes to go ahead an appointment is made by the Coordination Unit to visit the applicant in their home. Two members of the Coordination unit will conduct an assessment of the home, provide further details, answer questions, and conduct an interview that includes:
  - Information reading their original written application.
  - The National Quality Framework
  - Children’s Health and Wellbeing
  - Administration and record keeping
  - Business practices
  - Learning Environments
  - Program and Planning
  - Children’s safety – including child protection, legislation, child safe standards, reporting obligations and how they would handle different child safety concerns.
- The prospective Educator’s interview responses are rated against the performance criteria.
- The coordinators will conduct two referee checks enabling the prospective Educator to confirm:
  - Their identify and background.
  - Their Experience, skills and qualities that are relevant to the Family Day Care Educator Position.
  - Any concerns relating to the prospective Educator working with children.
- A decision to accept or decline the application is made by the panel.
- If successful prior to commencement the prospective Educator is required to:
  - Register with PRODA
  - Complete the DET online Child Protection training module.
  - Complete Child Safe Standards Training within the Induction Process provided by the service.
  - Agree to abide by all conditions as set out in the ‘Educator Agreement’- including days, hours, fees and charges, types of care etc. and is then signed by both parties.
  - Assurance by the applicant to take out public liability insurance as per the Educator Agreement
  - Medical assessment conducted by a registered medical practitioner in line with the duty statement.
  - Participate in an Orientation Program lead by the Coordination Unit.
  - Conduct initial Home Safety/Vehicle Safety checks (self-assessment)
  - Coordination Unit staff conduct follow up Home Safety/Vehicle Safety check.
  - On completion of the previous steps a registration visit is conducted by the Coordination Unit, supplying the Educator with access to on-line policies, Harmony Program, Our Village website, and relevant paperwork.

- If able to the prospective to buddy up with another Educator and visit the homes of existing Educators to reinforce standards and expectations
- Upon completion of the orientation and induction program, the 'Family Day Care Educator Recruitment Checklist' is reviewed and signed by both parties when moving through the sessions to ensure all requirements have been met.
- Final approval for registration is given, the Educators is now registered on Harmony and with the Department of Education.

**The registration/approval process may cease at any time if any areas of the selection criteria remain unmet.**

### ***Coordination Unit Staff – Recruitment and Selection***

Manager to follow as per SCCH Recruitment and Selection Policy and Procedure (See Appendix) to ensure recruitment and selection is a fair and equitable process, using the principles of equal employment opportunity, inclusion, and diversity, whilst maintaining the integrity of our organisational structure and budget for the purpose of making employment decisions.

All vacancies for permanent positions are advertised. Applications for positions will be short listed by the Manager (or Head of Services where the Manager position is vacant). An interview panel will consist of the Manager and at least one other person (e.g., Coordinator, Head of Services or HR etc.). Referee checks will be completed by the Manager prior to any offer of employment.

All Coordination Unit staff will be selected on the understanding that they have:

- Experience working the in the Early Childhood Field
- Appropriate qualifications, with a minimum being Diploma in Children's Services or the equivalent for Coordinators (Education and Care Services National Regulations, (current version July 1, 2023) – regulation 128 & 137)
- Understanding of the Department of Education and Training and the Education and Care Services National Regulations and Law Act 2010 (current version July 1, 2023) as required
- Willingness to undertake the Fit and Proper Person assessment if required.
- An understanding and commitment to the Early Years Learning Frame Works:
  - Belonging Being Becoming V2.0
  - My Time Our Place V2.0 – Framework for School Age Children
  - Victorian Early Years and Development Framework
- Good verbal and written skills
- Cross cultural sensitivity
- Agreed to provide references, Criminal Record Checks and Working with Children Checks
- Certificate of an approved First Aid course, Anaphylaxis course and Emergency Asthma course is compulsory prior to commencing (Education and Care Services National Regulations, (current version July 1, 2023) – regulation 136 (3a, b & c, 4 & 5). (HLTAID012 – Provide an Emergency First Aid Response in Education and Care Setting.)
- Current Victorian Drivers' Licence

### **APPENDIX:**

- SCCH Recruitment and Selection Policy and procedure
- Home and Vehicle Safety Check
- Our Village Family Childcare – Educator Agreement

- 'Family Day Care Educator Recruitment Checklist'
- Our Village Family Childcare Educator Position Description.

**REFERENCES:**

- Education and Care Services National Regulations, (current version July 1, 2023) – Regulation 168, 119,128,136,137
- Justice Department – Working with Children Check
- Victoria Police
- Family Day Care Australia – Police Checks
- ACECQA – Qualifications

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

- Fit and Proper Assessment of Family Day Care Educators, Assistants and Adults Residing at the FDC Residences – 32
- Payment of Fees and Educator Remuneration - 06
- Educator Health - 12
- Keeping a register of Family Day Care Educators - 17
- Staffing Arrangements - 37
- Educator Agreement Termination or Suspension - 39
- Insurance – Public Liability – 35
- Assessment, Approval & Reassessment of Approved Family Day Care Residences & venues – 2
- Child Safe Environment and Child Protection – 7
- Child Safety and Wellbeing - 55
- Active Supervision – 52
- Visitors to Family Day Care Residences - 47
- Provision of Qualifications, Information and Training to FDC Educators – 34
- Health and Safety – Administration of First Aid - 48
- Educator Completion of Service Work Instruction
- Educator Professional Development Work Instruction
- Orientation of FDC Educators Work Instruction
- Home and Vehicle Safety Check Work Instruction
- Overnight Care Work Instruction
- Recruitment of FDC Educators Work Instruction
- SCCH Client Empowerment Policy and Procedure
- SCCH Recruitment & Selection Policy and Procedure

**VERSION CONTROL AND LEGISLATION:**

|  |                         |                        |                         |
|--|-------------------------|------------------------|-------------------------|
| For office use only (to be completed by the Quality, Safety & Compliance unit) |                         |                        |                         |
| <b>Document Owner:</b>   | Chief Operating Officer | <b>Version Number:</b> | 2.0                     |
| <b>Date Approved:</b>  | 3 July 2024             | <b>Review Date:</b>    | 3 July 2027             |
| <b>Document Type:</b>  | Team                    | <b>Approved By:</b>    | Chief Operating Officer |

**Legislation:**

Education and Care Services National Regulations