



2.3 Educators & Assistant Educator Policy

Policy number: 2.3	
Date last reviewed: July 2024	
Reviewed by: Child Care Team	
This policy relates to	<p>3.3(i) Training and Professional Development policy</p> <p>6.1 Coordinator visits and Monitoring the Quality of Care</p> <p>6.2 Role of Educator’s Family members in Family Day Care</p> <p>7.14 Premises & Facilities for FDC homes & Venues</p>
National Quality Standards Early Childhood Education & Care	<p>2.2.3 Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.</p> <p>4.1.1 Organisation of educators</p> <p>5.1 Relationships between educator and child</p> <p>7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service.</p> <p>7.1.3 Roles and responsibilities are clearly defined, and support effective decision making and operation of the service.</p>
Resources	<p>Family day care approved provider compliance responsibilities – https://www.acecqa.gov.au/media/22851</p> <ul style="list-style-type: none"> • Family day care educator compliance responsibilities – https://www.acecqa.gov.au/media/22856 • Family day care nominated supervisor compliance responsibilities – https://www.acecqa.gov.au/media/22861 • Guide to the National Quality Framework – https://www.acecqa.gov.au/nqf/about/guide • Requirements for family day care providers – https://www.acecqa.gov.au/media/23141 • Supporting educators in family day care and in home care – https://www.echr.edu.au/docs/default-source/resources/ipsp/supporting-educators-in-family-day-care-and-in-home-care.pdf?sfvrsn=6 • Working with children check (Queensland) – https://earlychildhood.qld.gov.au/legislationandguidelines/pporresources/fact%20sheets/working-with-children-check.pdf

Policy

❖ Family Day Care Educators

Family Day Care Educators are adults engaged by the service to care for children in the educator's own home. Induction and ongoing training is provided by the service. Educators agree to abide by the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011, and the Service's policies and procedures. They must also meet the Early Years Learning Framework and National Quality Framework.

Educators provide quality planned and spontaneous experiences aimed at providing learning opportunities to meet each child's needs. They are monitored and supported in their work by qualified and experienced Coordinators. Educators must hold a current approved Senior First Aid, CPR, Anaphylaxis and Asthma certificates listed on the ACECQA website, have a medical certificate on commencement, public liability insurance cover and meet the service's training requirements. All educators and adults in the household are required to hold a current Blue Card under the Commission for Child and Young People and Child Guardian Act 2000 prior to registration (Education and Child Care Services National Law Act 2010). Educators must be enrolled and actively working towards a Certificate 3 in Early Childhood prior to commencing as an educator.

Refer Policy 3.1 for Selection Criteria for Educators

Educators provide quality planned and spontaneous experiences aimed at providing learning opportunities to meet each child's needs. They are monitored and supported in their work by qualified and experienced Coordinators. Educators must hold a current approved Senior First Aid and CPR, Anaphylaxis and Asthma certificate, have a medical certificate on commencement, public liability insurance cover and meet the service's training requirements. It is a service requirement that In Home Child Care educators hold a current Blue Card prior to commencing.

❖ Educator Assistants

Educator assistants are adults (18yrs) who are approved by the service to assist a Family Day Care Educator care for children. Educator assistants work in the registered educator's home. Educator assistants agree to and abide by the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011 and the service's policies and procedures. It is the Beaucare Family Day Care policy for educator assistants to meet the same requirements as an educator including the National Quality Framework, and the Early Years Learning Framework and My Time Our Place documents when they are providing education and care for children.

Educator assistants undergo assessment by the Coordination Unit as being competent and a suitable person to provide a quality service, meeting the same requirements as the educator, including professional development to care for children. They are required to participate in induction training and to hold a current Blue Card, approved Senior First Aid, CPR, Anaphylaxis and Asthma certificate and have a medical certificate on commencement and meet the services training requirements. Service coordinators monitor care provided by educator assistants and therefore need to be advised when care is taking place.

Educators need to ensure families are advised when an approved educator assistant is being used, and agree to the arrangement with prior notice of an educator assistant educator being used. This

should include the opportunity for children to meet with the educator assistant prior to care commencing where possible.

Approved educator assistants need to be listed on the educator's Public Liability insurance.

It is a requirement for the actual person who provides the care to be the person who submits attendance records using their individual ID. This would require the person providing the care to be registered with the software used by the service.

Family Day Care Educator Assistant Regulations

- (1) An approved provider of a family day care service may approve a person to assist a family day care educator in providing education and care to children as part of a family day care service in the circumstances set out in sub-regulation (2).
- (2) An approved family day care educator assistant may assist the family day care educator by:
 - a. In the absence of the family day care educator, transporting a child between the family day care residence of approved family day care venue and:
 - A school;
 - Another care and education service or children's service; or
 - The child's home.
 - b. Providing education and care Outputs achieved in t to a child, in the absence of the family day care educator, in emergency situations, including when the educator requires urgent medical care or treatment;
 - c. Providing education and care to a child, in the absence of the family day care educator, to attend an appointment (other than a regular appointment) if:
 - The absence is for less than 4 hours; and
 - The approved provider of the family day care service has approved that absence; and
 - Notice of that absence has been given to the parents of the child.
 - d. Providing assistance to the educator while the educator is educating and caring for children as part of a family day care service.
- (3) An approved provider must not approve a person under sub-regulation (1) unless the family day care educator provides the written consent of a parent of each child being educated and cared for by the educator to the use of the assistant in the circumstances set out in sub-regulation (2)

Regulation 136

The approved provider of a family day care service must ensure that each family day care educator and family day care educator assistant engaged or registered with the service (refer codes available at www.acecqa.gov.au):

- a. Holds a current approved first aid qualification; and
- b. Has undertaken current approved anaphylaxis management training; and
- c. Has undertaken current approved emergency asthma management training.

Fit and Proper Persons to be in the Company of Children

Educator applicants will also be checked through the NQAITS portal in the prohibited persons register

Family Day Care Educator Assistants

Regulation 163

The approved provider of a family day care service must take reasonable steps to ensure that a person who is a family day care educator assistant at a family day care residence or approved family day care venue is a fit and proper person to be in the company of children. The approved provider must consider one of the following in respect of the person:

- a. Current working with children check, working with children card or working with vulnerable people check issued on the basis of a criminal history record check;
- b. Current teacher registration.

Residents at Family Day Care Premises

Regulation 163

The approved provider of a family day care service must take reasonable steps to ensure that a person over the age of 18 who resides at a family day care residence is a fit and proper person to be in the company of children.

Educators are required to notify the service of any new person over the age of 18 who resides, or intends to reside, at the educator's family day care premises; and any circumstances relating to a person who has previously been considered under this regulation in relation to the family day care residence that may affect whether the person is a fit and proper person to be in the company of children (Regulation 164 (a) (b)).

Any new person over 18 years of age is required to hold a current blue card (Regulation 163/164) before taking up residency with an educator. All household members are required to ensure that the service policies and procedures are implemented while children are in care (Refer Policy 6.2)

Roles Educators Family Members). Applications for blue cards occur at the age of 17.5 years to be in place when they turn 18.

Associated Beaucare Policies and Document

Relevant Legislation

National Law

National Regulations

84-Awareness of child protection law

119-Family day care educator and family day care educator assistant to be at least 18 years old

127-Family day care educator qualifications

136-First aid qualifications

143 A- Minimum requirements for a family day care educator

144-Family day care educator assistants

153- Register of family day care educators, coordinators and educator assistants

163-Residents at a family day care residence and family day care educator assistants to be fit and proper persons

164 -Requirement for notice of new persons at residence

168- Education and care services must have policies and procedures

169-Additional policies and procedures-family day care service

170-Policies and procedures to be followed

171-Policies and procedures to be kept available

172-Notificaiton of change to policies or procedures

National Quality Standard

<https://www.education.gov.au/child-care-provider-handbook-0>

Early Childhood Australia – Code of Ethics

Child Care Legislation & Family Assistance Law

<https://www.education.gov.au/child-care-legislation>

Working with Children Check

<https://www.bluecard.qld.gov.au/>

Australian Government Department of Education and Training: *Child Care Service Handbook*

<https://www.education.gov.au/child-care-service-handbook-0>

ACECQA - www.acecqa.gov.au

Department of Education & Care - www.education.gov.au

Child Care Legislation

<https://www.education.gov.au/child-care-legislation>

[Family Assistance Legislation Amendment \(Jobs for Families Child Care Package\) Act 2017](#)

[A New Tax System \(Family Assistance\) Act 1999](#)

[A New Tax System \(Family Assistance\) \(Administration\) Act 1999](#)