

3.2 Educator & Assistant Educator Assessment & Approval

Policy number: 3.2
Date last reviewed: November 2023
Reviewed by: Child Care Team

This policy relates to	
National Quality Standards Early Childhood Education & Care	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. 4.1.1 Organisation of educators 5.1 Relationships between educator and child 7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service. 7.1.3 Roles and responsibilities
Policy relates to	3.3(i) Training and Professional Development policy 6.1 Coordinator visits and Monitoring the Quality of Care 6.2 Role of Educator’s Family members in Family Day Care 7.14 Premises & Facilities for FDC homes & Venues
Resources	Family day care approved provider compliance responsibilities – https://www.acecqa.gov.au/media/22851 • 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

Purpose

Educators are selected on the basis of clearly stated selection criteria included in the role description.



Role Statement

Educators & Assistant Educators independently run their own business and have a key role in the provision of a quality childcare service to members of the community. Educators work as independent contractors and are required to run their service under their own ABN Business model.

Beucare

Family Day Care and In Home Care are auspiced by Beucare - a community based, not-for-profit organisation which aims to provide every opportunity to maximize the quality of life of residents of the district, and to strengthen the community for everyone. Beucare has values of “Respect, Equity, Collaboration, Justice, Self-determination, and Optimism”

Policy

Selection processes are used by the service to assess an applicant’s suitability to provide care of a high standard. The process used is either:

- The service placing advertisements for vacancies for educators in newspapers and inviting interested people to attend an information session to provide an overview of the role and answer questions. Information and discussion is provided on the educator role, service policies, procedures, and the selection process. An educator application form is available for interested participants; OR
- Information is available on the Beucare website form for completing and forwarding to the service; OR
- Interested applicants contact the service directly and an interview or home visit is arranged.

Following this initial contact:

- An individual interview is arranged by coordinators with discussion to determine the applicant’s ability to offer quality care and their understanding of the role. Suitability of the home and yard is also assessed.
- Educator Details form is completed by applicant detailing experience with children, qualifications, and the names of 2 work-related referees.
- Referees are contacted by the service with a standard series of questions.
- Observations of applicant’s interactions with children may be conducted.
- It is important that potential educators work within Beucare Values and the child care philosophy including:

- We believe all children should feel safe, secure, respected, valued, cared for individually free from bias or discrimination and should have a strong sense of identity. *“We are afraid to care too much; for fear the other person does not care at all.” -Mary Ainsworth*

- We recognise that diversity contributes to the richness of our society and provides a valid evidence base about ways of knowing. It allows the ability to understand, communicate with and effectively interact with people across cultures. The diversity in family life means that children experience belonging, being and becoming in many different ways.

- We respect the views and values of each family, acknowledging the family as the primary care provider and the children’s first and most influential educator.

- We believe we need to respect the uniqueness of each family and strive to learn about their culture, lifestyle, customs, language, beliefs and kinship systems. We believe we need to develop positive relationships based on mutual trust and open communication and assist each family to develop a sense of belonging and inclusion.

 - We believe that it is essential to ensure that all children are provided with a high quality of care, which includes a quality educational program, in a safe and nurturing environment. *“Learning is no more than a sector of cognitive development that is facilitated by experience” - Jean Piaget.*

- We believe in honouring the histories, cultures, languages, traditions, child rearing practices and lifestyle choices of families. *“Each person’s map of the world is as unique as their thumbprint. There are no two people alike...no two people understand the same sentence the same way...So in dealing with people try not to fit them to your concept of what they should be” - Milton Erickson.*

- Coordinators conduct assessment and rating based on the application form, information from referees and interview. The recommendation is submitted to the manager. Consideration is given to the ability of the service to support the applicant based on their location, current demand for care and assessed support needs of the applicant.

The suitability of the educator is assessed including:

Accountability and Reporting Relationships

Educators are responsible for providing a high standard of care to children. They are required to meet service policies and procedures. Educators need to meet the provisions of the Education and Care Services National Law Act and the Education and Care Services National Regulations . Educators need to meet the requirements of Beaucare policies including training requirements. Support and training is available from the Coordination unit.

Primary Duties and Responsibilities

Ensure Each Child’s Needs are Met

Plan and develop effective procedures to meet each child’s and family’s needs including children who have disabilities or other special needs, and taking into account their cultural and religious requirements.

Work Within Current Regulations and Policies

Adhere to service guidelines, policies and code of conduct as outlined in the Policy and Procedures Manual.

Quality Improvement

Embrace and implement Quality Improvement principles and strategies that result in better outcomes for children in care.

Training and Professional Development

Commit to professional development and improved practices. Complete an annual professional development plan. Meet training requirements of service including Induction Training including SIDS, Child Protection and Risk Management, 3 training sessions per 12 months (July-June). Child Protection and SIDS & Kids Safe Sleeping training are required to be updated every 2 years and do not count as part of 3 professional development sessions required. National Quality standard meetings will count as 1 training session. Educators in Family Day Care will be required to have successfully completed a Certificate 3 in Children's Services. Educators studying Diploma or higher qualifications are able to count their study as the 3 Professional Development sessions required for the year only on completion of the qualification. Any modules in diploma courses requiring a supervisor to document and sign will only be signed off by coordinators if the educator has demonstrated competency. Professional discussion meetings occur quarterly and are not counted as professional development it is a meeting that is used to include service stakeholders, staff, educators, families, community in discussion as part of planning and evaluation of the service and feeds into decision making and policy development. Educators are encouraged to attend these meetings to ensure that they have an opportunity to discuss all aspects of the service that they work with.

Support Parents

Provide support, information, advocacy and referral services to parents. Work in a professional role at all times with the family and service within service guidelines.

Maintain Professional Standards

At all times act in an ethical, diligent, honest, friendly and professional manner and follow the ECA code of ethics and service code conduct.

❖ Educator

Knowledge

Understanding and knowledge of:

- An educator must have a sound understanding of the varying needs and interests of children, and knowledge and an understanding of the physical, emotional, cognitive and social development of children
- The National Law and National Regulations
- The National Quality Standards
- The Early Years Learning Framework and School age care
- The services statement of Philosophy
- The services Code of conduct/code of ethics

A demonstrated knowledge of relevant health, hygiene, welfare and safety issues

An educator must have:

- An awareness and sensitivity to the needs of children and their families, in particular children of different cultures and religions, and children with disabilities;
- Current knowledge of appropriate nutrition, health and hygiene practices;
- An understanding of and commitment to workplace health and safety and safe practices. This includes risk assessment and risk management strategies to reduce incidents in the home and on outings to ensure safety for children;
- A knowledge and ability to implement positive behaviour guidance in a respectful and professional manner that is age appropriate for the child;
- A commitment to child protection practices.

Skills and Abilities

- A demonstrated ability to plan to meet the needs of children. An educator must have the ability to sensitively assess and meet the physical, social and emotional requirements of individual children, including children from different cultures and those with special needs;
- Effective communication skills with children, families and service staff that facilitate identification and resolution of concerns and resolve conflict;
- Responsiveness toward children that facilitates their settling, learning and growth in a socially and emotionally warm environment;
- Ability to represent themselves and the service in a professional manner and adhere to the Code of Conduct and Code of Ethics;
- Organisational skills in planning, observation taking and record keeping that will meet the National Quality Standards;
- Ability to offer a safe and stimulating home environment for children with opportunities for outdoor and indoor play for all ages.

- The knowledge and experience of the educator with the National Law, National Regulations, Early Years Learning Framework, School age care and National Quality Standards. Refer policies 2.3 Educators and 3.1 Role Descriptions.
- Contact is made to applicant indicating the service's intention to proceed with application or not subject to successful induction process being completed.

- Meeting with members of the household is arranged for FDC applicants with discussion on how conducting a business from their home may impact on their family. Child protection requirements, safety and risk management and service policies are part of this discussion.
- Successful applicants are invited to participate in induction training. Induction training includes policy and procedures, child development, National Quality Standards, National Regulations, and Early Years Learning Framework and may include a visit to an existing educator's home or meeting with educators at playgroup. Induction training is completed through attending sessions at the Beaucare office, at the educator's home, or through self-paced online training with consideration of individual needs of applicants. Following successful completion of induction training, applicants are eligible to become registered with completion of the following:
 - Completion of a full safety check of home and yard;

Family Day Care Educator & Assistant Regulations

- (1) The applicant must be a suitable person to operate a child care service;
- (2) In making an assessment for sub-section (1), the Secretary may consider the following matters:

Matters relevant to management of child care services

- The applicant's expertise and experience in providing child care;
- The applicant's ability to meet and provide the appropriate quality of child care;
- The applicant's governance arrangements, including:
 - Any arrangements with other persons for the management or supervision of the child care service; and
 - Any arrangements to ensure compliance by the applicant, or any person the applicant is, or will be, responsible for managing, with the laws and standards mentioned in paragraphs d through f.

Matters relevant to capacity to comply with all laws and standards

- The applicant's understanding of obligations that would apply to it under the family assistance law, and commitment to complying with these obligations;
- The applicant's record of compliance with any laws of the Commonwealth or a State or Territory;
- The applicant's record of compliance with any quality standards relating to child care services.

Matters relevant to management of financial affairs

- The applicant's record of financial management, including:
 - Any instances of bankruptcy, insolvency or external administration involving the applicant; and
 - Any debts due to the Commonwealth by the applicant (whether or not the debt has been discharged);
 - The applicant's record of administering of Commonwealth, State or Territory funds.

Matters relevant to previous conduct, charges and convictions etc.

- Any relevant criminal charges against the applicant;
- Any proceedings currently before a court or tribunal that involve the applicant;
- Any order for the applicant to pay a pecuniary penalty for the contravention of a civil penalty provision of a law of the Commonwealth or a State or Territory;
- any decision under a law of the Commonwealth or a State or Territory relating to child care which adversely affects the applicant;
- Subject to Part VIIC of the *Crimes Act 1914*, any conviction or finding of guilt against the applicant for an offence against a law of the Commonwealth or a State or Territory (including an offence against children, or relating to dishonesty or violence);
- Any act of the applicant involving fraud or dishonesty.

Other matters

- Any other matter relevant to the suitability of the applicant.

(3) In making the assessment for sub-section (1), the Secretary may also consider the matters mentioned in sub-section (2) in relation to the following persons:

- a. Any of the applicant's previous, current or proposed key personnel; and
- b. Any person connected with the applicant, who affects, or is likely to affect, the operation of the service by the applicant; and
- c. Any person connected with any of the applicant's previous, current or proposed key personnel, who affects, or is likely to affect, the operation of the service by the applicant:

For Example: *In assessing whether an applicant is a suitable person to operate a child care service, the Secretary may consider such matters as:*

- *Criminal convictions of the applicant's key personnel;*

- *The record of financial management of the holding company of the applicant, or the bankruptcy of a proposed director of the applicant;*
- *The record of compliance with the family assistance law of a body corporate a director of which is one of the applicant's key personnel.*

Note: For the purposes of sub-section (3), the reference to a 'person' may include a partnership or an unincorporated body.

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 HLTAID012 and
- b. Has undertaken current approved anaphylaxis management training; and
- c. Has undertaken current approved emergency asthma management training.
 - (CPR alone HLTAID001)
 - Medical certificate;
 - Child Protection- Renewed every 18 months
 - Safe Sleeping training every 18 months
 - Risk assessment training- including evacuation and lockdown procedures prior to starting and then every 18 months
 - High risk management plan and training with coordinator
 - Public liability insurance of \$10 million; through FDCA
 - PRODA RA number
 - National Police Check less than 6 months old
 - Service Contract;

- Provision of car road worthy annually or annual servicing for new vehicles and car restraint check if vehicle to be used in transporting children every 12 months
- Car restraint training and transport risk management annually
- Current blue card for applicant and all adult members of the household and regular visitors;
- Relevant qualification or confirmation of active studying currently occurring from registered training organisation;
- Working computer or device that can send and receive documentation, printer, internet and phone;
- Hubworks registration paid.

New educators are encouraged to develop a buddy relationship with another experienced educator to help them settle into the role. During the Induction process, a coordinator may initiate a buddy visit with an existing educator. On this visit, the coordinator will facilitate discussion between the educators, and assist with supervision of the children as required. Following this visit, coordinators document a summary of the visit.

Coordinators offer greater support and assistance to new educators with weekly visits and together develop a professional development plan and ongoing training plan for the educator. Educators will be required to have completed the induction checklist requirements and demonstrate an understanding of Policies particularly area 7 for Safety and wellbeing. Risk assessment knowledge is critical and must be observed by the coordinator for successful induction to be complete.

3 monthly Review.

Coordinator will conduct an evacuation process and lockdown process with educators in the first few weeks that the educator is working.

Educators are supported and assessed for the first 3 months with the coordinator establishing progress through using National Quality checklist to document achievements and areas for improvement. Educators identified to not be progressing or meeting expected requirements meeting the National Quality Standards/ National Regulations or National Law at this time will have a review discussed with them which may include

- Quality improvement plans implemented with time frames,
- Further training recommendations
- Increased support visits

Or cancellation of registration with the service if there are significant issues.

❖ **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 have completed a Certificate 3 in Early Childhood prior to commencing as an educator.

Refer Policy 3.1 for Selection Criteria for Educators

❖ **Educator Assistants**

Educator assistants are adults 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. They are required 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 including transport and care restraint training if they are transporting children. 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:
 - o A school;
 - o Another care and education service or children's service; or
 - o The child's home.
 - b. Providing education and care, 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:
 - o The absence is for less than 4 hours; and
 - o The approved provider of the family day care service has approved that absence prior; and
 - o 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)

Responsibilities

Notifiable Events

- (1) The operator must give the Secretary written notice of at least 30 days before:
 - a. Entering into a contract for the sale of premises where the child care service is conducted;
 - b. Terminating the lease of the premises;
 - c. Changing the address of the service.
- (2) The operator must give the Secretary written notice within 14 days of any change to the details contained in the child care service's application for approval, other than the address of the service;

- (3) If the operator becomes aware of something in relation to the persons listed in subsection (5) below, that affects or is likely to affect the suitability of the person to provide child care, the operator must give the Secretary written notice within 7 days of becoming aware, setting out:
- a. The matter; and
 - b. The action that the operator has taken or intends to take to deal with the situation.
- (4) Without limiting subsection (3) above, the matters that must be notified include:
- a. Any criminal charge, conviction or finding of guilt against the person for an offence against a law of the Commonwealth or a State or Territory which relates to an indictable offence punishable by imprisonment of 2 years or more, or an offence for which a penalty equivalent to 40 penalty units or more could be imposed;
 - b. Any instances of bankruptcy involving the person;
 - c. Any refusal (which includes the cancellation) of, or conditions imposed in relation to, a working with children check (where required under the law of the State or Territory in which the service is situated) which relates to the person's ability to work with children.
- (5) For the purposes of subsections (3) and (4) above, the operator must provide a written notice in respect of any of the following persons:
- a. A member of the service's staff;
 - b. Key personnel;
 - c. If the service is a family day care service or an in home care service, a carer employed, contracted or otherwise engaged by the service.

Annual Review

Each year, the service arranges a review process for all educators and families. This is an opportunity for educators to evaluate and review their performance, and also presents the opportunity for the service to ensure that the quality of care is of a consistently high standard throughout the service. The service seeks feedback from educators regarding the support received and any suggestions for improvement.

The process includes a documented safety check of the home and yard by the coordinators. The service safety checklist is regularly revised as safety standards change within the industry. If safety issues are identified on review or at any time during the year, risk management processes will be implemented using a hazard identification form. Depending on the assessed risk of the hazard, the issue may need to be rectified immediately or a timeframe as negotiated. Refer Coordinator Visits and Monitoring Quality of Care. The annual review process will include review of the High-risk management plan and emergency plans. Children's medical action plans and parents to update any changes to contact details.

The educator home safety audit will be an unannounced visit to the home as a quality measure to assess general maintenance of safety and procedures.

Each year coordinators acknowledge educators' achievements and contributions to the service with awards. These can then be part of each educator's portfolio. Years of experience in child care and years with Beaucare are also acknowledged annually.

Documentation

The educator is required to provide accurate attendance records to the office by 9am Monday morning with all areas completed and signed.

The educator is required to provide documentation weekly to the service about the child's development, planned experiences for the following week, evaluation of the previous week with reflection on what has worked and what has not. Information on the child's routine, changes in circumstances, health, support needed, issues or concerns.

Documentation on safety audit conducted daily and list any hazards and outcomes to resolve hazards.

Receipts and invoices to be provided to families stating full fees, child care subsidies and payment made by the parent. All payments to be receipted in the approved software system used by Beaucare.

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.

Regulations and Legislation

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>

[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](#)