



3.3 (a) Educator Conditions and Responsibilities Policy

Policy number: 3.3 (a)
Date last reviewed: March 2023
Reviewed by: Child Care Team

This policy relates to	
Human Services Quality Framework	
National Quality Standards Early Childhood Education & Care	7.1.3
HCS	

Purpose

Educators’ conditions and responsibilities are clearly stated to ensure new and existing educators are fully aware of their responsibilities

Policy

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- educators must advise of change of address 30 days prior to allow for a full safety audit prior to restarting.
- (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.

Associated Beaucare Policies and Documents

Relevant Legislation

National Law

National Regulations

National Quality Standard

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