

6.2 Role of Educator’s Family Members in Family Day Care Policy

Policy number: 6.2
Date last reviewed: March 2025
Reviewed by: Child Care Team

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

Purpose

Educators family members are integral parts of the Family Day Care environment and can contribute positively to the family atmosphere in Family Day Care. The purpose of this policy is to ensure that the role of family members is acknowledged and supported with clear information on roles and responsibilities and that children’s wellbeing and safety is always the priority.

Definition

Educators’ family members refer to any household member who resides in the home whether irregularly or regularly and includes visiting family members.

Policy

Educator’s family members are in a unique position to positively influence children’s experiences, both through their support of the educator and their interactions with children and their family. Family members are encouraged to share their own skills and culture with the children to enrich children’s experiences in care.

Family members are encouraged to become familiar with service policies including behaviour guidance, health, hygiene, safety, code of conduct and child protection and actively work to ensure that their behaviour and interactions with children and with others while children are in care are appropriate and safe for children.

Service coordinators engage in a discussion with families of new educators regarding the impact of providing Family Day Care, and the roles and responsibilities of family members. It is important that family members have been consulted and have considered their contribution to the success of Family Day Care from their home. A Family Members Handbook with policies and procedures is provided to family members prior to the educator commencing their service.

It is appreciated and understood that educator’s children will progress through normal stages of development, some of which may involve anti-social behaviour. The service maintains a similar acceptance of behaviour of educator’s children as to other children in care and will assist educators in their strategies. Realistic expectations and sensitivity will be demonstrated in regard to the behaviour of educator’s children. When educator’s children exhibit extremely challenging

behaviours while children are in care, it is recommended that the situation be frankly discussed with coordinators to ensure safety of children is maintained. Coordinators will support the educator and family and may offer referrals where needed. Educator should ensure that they treat their own children and children in care in a fair and consistent way.

It is acknowledged that the times of some bookings have the potential to have a greater impact on household members. For this reason, it is recommended that educators carefully consider their environment and discuss impacts on family members before engaging in providing care outside of normal hours or overnight. While it is appreciated and acknowledged that the educator's place of business is also a family home, it is also a requirement that all policies and procedures are adhered to at all times that the service is operating.

Educator's duty of care requires them to be personally and solely responsible for the care of children at all times. Educator's family members are not authorised to supervise children without the presence of the educator. Under Child Protection Policy and strategies for educator protection, it is recommended that family members are not left unsupervised with children. This is important as part of the risk management for educators to protect children in care and also protect their own family members against allegations of harm.

In situations where an educator's family member is unable or unwilling to meet policies and procedures, this should be openly discussed with the service to identify if the care environment and children in care would be affected. The right of children to a safe environment and ways to ensure this would be the guiding principle for these discussions. Arrangements to ensure safety to children in care could involve the educator limiting working hours and not being available for overnight or evening care when the family member is home. It could also involve family members agreeing to make alterations to their normal practices for the period that children are in care. Open respectful communication between the service and the educator's family will form the basis for these negotiations with the care and safety of children being the overriding consideration.

If improper conduct by family members is reported or observed, the service will follow normal complaint handling and quality of care procedures. While family member's individual rights to confidentiality will be respected, if the complaint is against the service and environment offered by the educator, this information will be shared with the educator and reported to the Office for Early Childhood Education and Care.

Educators family members and persons over the age of 18 who live at the family day care residence/property are required to hold a positive suitability card at all times and prior to educators commencing a family day care service. Educators own children turning 17yrs and 6months must apply for a blue card with a statutory declaration for someone turning 18yrs old at 17.6 months. If an educator intends having a new person over 18 years of age take up residency at the family day care home, the educator must inform the coordination unit prior to the person taking up residency. The person must also obtain a blue card before taking up residency in the home and be assessed to be a fit and proper person to be in a home where family day care is occurring by the coordination unit. The educator is also required to inform the coordination unit if any circumstances change which may affect the propriety of a person living at or visiting in their residence.

Educators who have visiting students who are 18 years of age or over are required to advise the service in advance of this occurring.

Educators who provide foster care are required to advise the service of any new children planned to be included in the household and to discuss the possible impact on numbers of Family Day Care children able to be cared for in the home. Each situation is viewed according to individual circumstances based on the information provided to the service. Children placed under a foster arrangement who are under school age would be required to be included in educator's number of children according to the regulation. It is possible that school aged children who are placed with the educator on a longer term arrangement could be treated as the educators own school aged children until 2016 when the regulations require all school age children up to the age of 13 to be included in the ratios of school age children.

The service must be made aware of the following information with regards to the placement of foster children with an educator's family:

- Adverse effects to the running of the service and/or the other children in care (potential risks in behaviour, additional needs etc);
- Visitation schedule and location;
- Age of the children;
- Custody arrangements;
- Length of placement.

Relevant Legislation

Education and Care Services National Regulations 2011 163,164,169

Education and Care Services National Law Act 2010

National Quality Standards 2012

Commission for Children, Young People and Child Guardian Act 2000

Key Resources

Family Day Care Australia

www.fdca.com.au

National Quality Standards

Related Policies

[Appendix I Child Protection](#)