



Family Day Care

Educator forms - appendix A

intereach 

Welcome

to Intereach Family Day Care

This appendix is to be used in conjunction with the Intereach Family Day Care Educator Handbook.

This document contains the forms necessary to become a Family Day Care Educator with Intereach.

Role Profile

About us

For over 50 years, Intereach has been working throughout the Riverina Murray region of NSW and northern Victoria to strengthen and support communities and to improve the social and personal wellbeing of children, families, older people, carers and people with a disability.

Intereach is a leader amongst community organisations. Today, we span 38 local government areas and have more than 500 staff who deliver more than 30 programs.

At Intereach, we are committed to developing community infrastructure and supporting rural and regional communities. Our Vision of Strong Connected Communities is what drives us daily to ensure our local communities are at the heart of everything we do.

Our Purpose

- Strengthen and improve social and personal wellbeing for individuals, families and communities;
- Promote and facilitate access, equality and social justice; and
- Deliver services locally that are of quality and have value.

Our Values

- **LEADERSHIP** - We use our social influence to motivate others to reach their full potential.
- **PARTNERSHIPS** - We work collectively with others toward a common goal of positive social and cultural change.
- **SOCIAL JUSTICE** - We protect and promote human rights by recognising that all people are free and equal in dignity and rights.

Position Details

Position Title:	Family Day Care (FDC) Educator
Department:	Family Day Care
Function:	Service Delivery
Reports to:	Program Manager FDC (Nominated Supervisor and Child Development Coordinator)
Direct reports:	N/A
Purpose of the Position:	To provide high quality Education and Care to children 0-13 years in a nurturing, natural and flexible home learning environment

Key Responsibilities

(the following is not exhaustive and may include others as directed from time to time)

Service Delivery	<ul style="list-style-type: none"> • To provide a safe, stimulating and educational learning environment for children
Governance, Compliance and Quality Control	<ul style="list-style-type: none"> • Ensure familiarity, understanding and abide by the Children's Services National Law, Regulations, National Quality Standards and Curriculum Frameworks • Ensure familiarity, understanding and abide by Intereach policies and procedures • Contribute towards policy development, implementation and compliance • Keep up-to-date with changes in government legislation, in relevant areas of responsibility • Identify and implement improvements to operational processes and procedures to enhance program functions
People and Culture	<ul style="list-style-type: none"> • Participate in regular meetings to discuss progress, issues, planning and professional development • Participate in a minimum 3 professional development sessions relevant to the role • Actively develop and maintain supportive relationships with all staff and families • Involve parents / guardians in all aspects of child care. • Communicate respectfully with parents / guardians about their children. • Maintain confidentiality at all times.
Financial	<ul style="list-style-type: none"> • Keep up to date attendance records • Submit attendance records within specified timeframes
Work, Health and Safety	<ul style="list-style-type: none"> • Maintain a safe environment for children, families and visitors • Understand and comply with WH&S policies and procedures and legislative requirements • Participate in risk management,
Organisational	<ul style="list-style-type: none"> • Champion the vision and values of Intereach within all aspects of our work • Become familiar with programs across the organisation • Actively promote Intereach services and programs within the broader community

The Position Holder Specifications

The below information outlines the key behaviours, skills, experience and mandatory requirements required to successfully undertake the role.

Intereach Fundamentals

The Intereach Fundamentals is a framework of behavioural qualities, which when observed and demonstrated, define a level of competency in working behaviour. Within each of the qualities, the *behaviour observations* and *behaviour indicators* have been broadly defined at two different levels;

- Level 1 - The Individual Contributor; and
- Level 2 - The Manager

(refer to website/intranet for full framework and for further information on how the fundamentals work for Individual contributor and The Manager)

Fundamental Level for this position:	Level 1
Qualities	
Acting with Integrity	At Intereach we demonstrate integrity through personal and professional behaviour, which is person centred, open, honest and ethical, including being willing to act when these standards are compromised
Being Professional	At Intereach we demonstrate professional behaviour by taking responsibility for our own performance, at the same time considering the needs and priorities of others
Respect for Diversity	At Intereach we adopt a human rights approach and value an inclusive culture that respects diversity, peoples difference and life experience
Intereach First	At Intereach we value collaboration and sharing information within and across programs and teams, to enhance our ability to engage with and understand our community, and to ensure we deliver better-quality services
Communicating Successfully	At Intereach, we communicate effectively using a strength based approach to ensure we convey and share information and ideas with others, including clarifying our understanding and taking into consideration different viewpoints
Knowledge Sharing and Learning	At Intereach we develop skills, knowledge and practice by keeping abreast of changes within specific fields of focus and promote a knowledge of sharing and continuous learning culture
Selection Criteria	
Essential	<ul style="list-style-type: none">• Minimum Certificate III in Children's Services• Minimum age of 18 years• Working knowledge of National Quality Framework (NQF) including My Time, Our Place (MTOP) framework National Regulations and National Quality Standards (NQS)

	<ul style="list-style-type: none"> • Demonstrate good interpersonal and communication skills with families, children and colleagues • Coordination of children's play through engagement, interaction and program planning • Physically able to meet the needs the position
Desirable	<ul style="list-style-type: none"> • Previous experience in Education and Care • Working with people from Indigenous and Culturally and Linguistically Diverse backgrounds

Mandatory Requirements and Checks

Essential	<ul style="list-style-type: none"> • Current Criminal Record Check (< than 6 months old) or willingness to undergo check • Current Working with Children Check for relevant State or Territory • Current Accredited First Aid and CPR certificates and training in the emergency management of asthma and anaphylaxis or willingness to obtain.
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Acknowledgement of receipt and understanding of the Role Profile

Name	
Signature	
Date	

Educator application checklist

FIRST STEP	
Preliminary home safety check organised and completed by staff member (optional)	✓
SECOND STEP	
Application completed and returned Please Note: <i>Incomplete applications cannot be accepted and will be returned. To avoid this please ensure that all details are complete before returning to the office. Please complete all personal details and all previous experience</i>	
Supportive documentation provided	
• Resume	
• Qualifications	
• Current First Aid training, Asthma and Anaphylaxis certificates	
• Driver's Licence	
• Medical information form completed	
• Compliance History	
• Working with Children Check documentation or card	
THIRD STEP- Office	
Working with Children Check and Police Check verified	
Interview arranged	
Referees contacted	
FOURTH STEP	
Where unsuccessful - Applicant notified in writing	
Where successful - Applicant notified in writing	
Induction training – self-paced modules and face-to-face	
FINAL STEP	
Registration for PRODA (see appendix for information)	
Final Home Safety conducted	
Public Liability insurance accessed	
Care commences	

Educator application form

Your Details:	Surname:	First Name:		
	Former Names:	Preferred Title:		
	Date of Birth: ____/____/____	ABN:		
		CRN:		
Residential Address:	Town:	State:	Postcode:	
Please note: rented premises require a letter of permission from the landlord to conduct child care in the home				
Postal Address: (if different form above)	Town:	State:	Postcode:	
Home phone:	Silent number:	Mobile:		
Email Address:		Smoker:	Yes / No	
Country of Birth:		Ethnic group:	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both <input type="checkbox"/> Other please specify:	

Partner's Details	Surname:	First Name:
	Former Names:	Date of Birth: ____/____/____
	Mobile:	Smoker: Yes / No

Please advise all other household members residing in your home. <i>All persons over the age of 18 must complete a Volunteers Working with Children Check and National Criminal Check</i>				
Name	DOB	School/Occupation	Smoker	WWCC Number
1.				
2.				
3.				
4.				

DO YOU HAVE:				
Own Transport?	YES	NO	First Aid Kit?	YES NO
Indoor Play Area?	YES	NO	Outdoor Play Area (Fenced)?	YES NO
Pool (fenced)?	YES	NO	Dog/Cat/Other Pet?	YES NO

INTENDED DAYS/HOURS OF OPERATION:			
Monday	No. of hours	Friday	No. of hours
Tuesday	No. of hours	Saturday	No. of hours
Wednesday	No. of hours	Sunday	No. of hours
Thursday	No. of hours		

TYPE OF CARE PREFERRED:		
<input type="checkbox"/> Babies	<input type="checkbox"/> Toddlers	<input type="checkbox"/> Disabled
<input type="checkbox"/> Pre-schoolers	<input type="checkbox"/> Before/After School	<input type="checkbox"/> Weekend Care
<input type="checkbox"/> Overnight Care		

EDUCATOR HISTORY	
Have you been an Educator with this or any other Family Day Care/In Home Care Scheme in the past? If yes, please provide contact details of the service. (Contact the service manager to ensure you give your permission for them to provide a reference).	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
Contact person:	Contact Number:
Length of service: From To	

QUALIFICATIONS	
Name of Qualification: (please attach copies) including First Aid, Asthma and Anaphylaxis	Date Completed
1.	
2.	
3.	
4.	
5.	
6.	
7.	

WORK HISTORY

Please provide a brief history of previous occupations, current and / or relevant experience

Place of Work	Position Held	Dates

Resume Attached Yes No

REFERENCES

A minimum of two referees will be contacted (one must be from most recent workplace)

Name:	Contact Number:	Relationship:
Name:	Contact Number:	Relationship:

HEALTH

All Educators must complete the Childcare Worker Medical Form prior to commencing care. (please discuss any medical conditions with your medical practitioner)

I understand that I cannot use FDC for my child/children while I am providing education and care to children as a registered FDC Educator (unless I pay full fees or meet the government guidelines/requirements).

☐ Yes

☐ No, please contact the Coordination Unit to discuss

DECLARATION

I _____ do solemnly declare that the information contained in this application is true and correct.

Applicant's Signature: _____ Date: ____/____/____

How did you hear about our service?

Household members agreements

Intereach Family Day Care Household Members Responsibilities & Agreement



Objective

Intereach is committed to providing an open, welcoming, and safe environment for all children who take part in the services and activities we offer.

Intereach is committed to providing a child safe environment and has a zero tolerance to child abuse. Every person involved in Intereach has a responsibility to understand the important and specific role they play individually and collectively to ensure the wellbeing and safety of all children and young people.

Responsibilities

Opening your home to provide Family Day Care can be exceptionally rewarding and fulfilling for all family and household members, however the applicants' decision to become a registered Family Day Care Educator can impact all members of the household.

For the success of the Family Day Care business and the safety of the educator (applicant) and others in the home it is necessary that several obligations and requirements are adhered to:

- All adults residing in the home must complete the following.
 - Working With Children's Check every 5 years and maintain a 'cleared' status.
 - National Criminal History Check (Police Check) every 3 years and maintain a 'cleared' status.
 - Child Protection Training prior to educator engagement and as required.
- The registered educator is solely responsible for children, and must always maintain adequate supervision of all children, this responsibility must not be delegated to any other household member.
- Ensure the home is safe and always well maintained. This includes following the requirements of educators' daily safety hazard check which may include but not limited to such items as shutting gates, replacing power point protectors, returning chemicals and medications to locked cupboards and putting away tools after use, etc.
- Ensure the environment is smoke, drug and alcohol free at all times while children or families are in care.
- Always maintain confidentiality of children and families in care.
- Protect yourself from any accusation of inappropriate conduct: Ensure you are never left alone with the children, wear appropriate clothing at all times, ensure no adult materials or inappropriate TV program, DVDs, internet sites and reading material can be accessed by children. Ensure your computer or electronic devices are password protected and cannot be accessed by unauthorised users.
- Treat all Family Day Care children, families, and staff with respect. Always use respectful language and tone of voice.

Agreement

I, _____ (Household member name) support _____
_____ (educators name) with his/her application to be a registered Family Day Care
Educator with Intereach.

I understand that, if the application is successful, our home will be utilised as an Education and Care Service.

I have read and fully understand the Household member's responsibilities.

Name		Relationship to Educator	
Signature		Date	

Compliance history

Compliance history statement for a prospective Family Day Care Educator

1. Please provide information about any compliance action or disciplinary proceedings to which you have been subject under:
 - the Education and Care Services National Law, including the Education and Care Services National Regulations, and
 - any of the laws listed in Table 1 below, in any Australian state or territory.

2. Are you or have you ever been subject to a prohibition or suspension notice under the Education and Care Services National Law?

Yes – please provide details belowNo

3. Have you ever held or applied for a licence, approval, registration, certification or other authorisation under the National Law which the regulatory authority refused, refused to renew, suspended or cancelled (for example, as a nominated supervisor, a person in day to day charge, a person with management or control)?

Yes – please provide details belowNo

4. Were you formerly registered with another approved provider? If so, please list service details and the reason(s) you left your previous role.
- Yes – please provide details below No

I, [insert full name]

of [insert address]

and born on [insert date of birth]
declare that:

1. the information provided in this statement is true and complete, and
2. I am aware that I may be subject to penalties under a Commonwealth or State or Territory Act if I provide false or misleading information.

Signature of person making the declaration:

Signed: **Date:**/...../.....

Medical information form

EDUCATOR'S DETAILS

Name	
Address	

PART A (to be completed by educator)

I have read the information concerning occupational risks for childcare workers.

I acknowledge it is my responsibility to check my immune status and I am aware of the special risks of rubella, toxoplasmosis, CMV, fifth disease and chickenpox in relation to pregnancy, I understand that immunisations are recommended.

Attached immunisation history statement

☐

Date

Signature

PART B (to be completed by general practitioner)

Family Day Educators must be physically and emotionally able to care for children and must be free from any medical conditions or dependency on any medication that may affect the educator's ability to care for children.

Please see a list of Duty Specifications over the page.

I declare, to the best of my knowledge, that:

Educators name

Educators address

is of good health and free from any medical conditions or dependency on medication or substance that may affect her / his ability to care for children.

GP's name/stamp

Address

Signature

Date

Care provision involves:

- Responsibility for the overall management, control and supervision of children aged 0-13years.
- Picking up and carrying children, getting children in and out of care seats, cots and high chairs
- Being actively involved with children's play at the child's level
- Being responsive to the needs of individual children in care
- Being responsible for providing safe and hygienic conditions for children
- Being responsible for administering medications in accordance with medical practitioner/parent instructions when children are in care
- Keeping accurate attendance records and other administrative records

Tasks include but are not limited to:

- Sitting (for extended periods)
- Walking/ standing (extended periods)
- Lifting and carrying duties (light/heavy)
- Pushing and pulling duties (light/heavy)
- Bending and kneeling
- Fine motor skills/ visual capacity e.g. ability to change clothes (button/zips), writing tasks (completing forms & Documentation)
- Degree of stress- multiple demands from children/parent relationships

PRODA

The Child Care IT System commenced in July 2018. All Family Day Care Educators must register for a PRODA (Provider Digital Access) ID. This strengthens the integrity of the child care system and allows relevant staff and educators to interact with the IT system. The PRODA ID registration system is essentially a standard “100 point identity verification” process. FDC Educators will be required to register with the PRODA system by creating an account and subsequently verifying their identity by providing relevant documents.

To create an account please follow the below link

<https://proda.humanservices.gov.au/pia/pages/public/registration/account/createAccount.jsf>

At the end of the registration process you will receive a Registration Authority (RA) Number.

Please go to the Department of Education and Training's website for more information <https://www.servicesaustralia.gov.au/organisations/business/services/proda-provider-digital-access>

For help registering, contact Intereach Family Day Care or the PRODA Helpdesk on 1800 700 199 (and select Option 1) Monday to Friday 8am to 5pm (AEDT) or emailproda@humanservices.gov.au



P: 1300 488 226 | www.intereach.com.au