

Intereach Children's Services Family Day Care Educator Assessment, Monitoring and Support Procedure



Applies to	Intereach Family Day Care (FDC)				
Definitions	Refer to Schedule of Definitions: <i>Approved Provider, Nominated Supervisor, Educator, Working with Children Check, National Police Check</i>				
Policy	NQS Four: Staffing Arrangements				
Version	2.0	Date approved	16/12/2021	Next review date	16/12/2024

1. Objective

The objective of this procedure is to ensure FDC Educators:

- are registered with Intereach in line with regulatory requirements;
- are supported in their role to ensure they can maintain and increase professional skills, knowledge and practices; and,
- operate in a safe and supported environment, meet legislative requirements and maintain effective systems to ensure the best outcomes for children.

Intereach does not engage or register Educator Assistants.

2. Responsibilities

It is the responsibility of the Nominated Supervisor of the FDC service to:

- Identify the recruitment need for Family Day Care educators;
- recruit FDC educators, using a non-discriminatory selection process;
- ensure that FDC educators are at least 18 years of age to be registered;
- take reasonable steps to ensure that persons over 18 years of age who reside at a FDC residence are fit and proper persons to be in the company of children; this includes Current Working With Children Check, National Police Check, and Household members agreement completed;
- ensure educators have applied for and complete a National Police Check. A copy is to be provided to the service and kept in the educator's records;
- provide an induction program to all new educators;
- support educators to understand their obligations to comply with Family Assistance Law regarding setting of fees and charges;
- ensure a sufficient number of Child Development Coordinators (CDCs) to monitor and support educators as per requirements;
- ensure a Home Safety Risk Assessment Audit are undertaken at all FDC residences prior to registration and at least annually; and,
- maintain a current register of all educators engaged by or registered with Intereach to educate and care for children. The register will include the following:
 - full name, address and date of birth of the educator;
 - contact details of the educator;
 - address of the residence;
 - the date the educator was engaged by or registered with the service;
 - the days and hours when the educator will usually be providing education and care to children as part of the service;
 - any relevant qualifications or evidence the educator is working towards that qualification;

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- current approved first aid, anaphylaxis and emergency asthma management training;
- any other training completed by the educator;
- record of the identifying number of the WWCC conducted or card issued under that law and the expiry date of that check or card; and,
- information regarding the educator's National Police Check.
- ensure conflict of interests are identified, declared, and recorded in accordance with the Intereach Conflict of Interest (COI) Policy; and,
- manage any actual, perceived or potential COI in accordance with the Conflict of Interest Policy and procedure;

It is the responsibility of the HR Team to:

- verify or check the status of all Working with Children Checks (WWCC), including household members. Students will also be required to undergo a WWCC, which has been verified by their organisation.

It is the responsibility of the FDC Coordination Unit to:

- support, monitor and provide relevant training opportunities on an equitable basis to educators;
- communicate respectfully and professionally with all the educators;
- provide support and guidance to educators at all times there are children in their care;
- have a thorough knowledge of relevant legislative requirements;
- work with educators in accordance with the procedures outlined in Issues of Non-Compliance in FDC Procedure; and,
- support educators who are providing practical placement opportunities for students studying Certificate III or Diploma in Early Childhood Education and Care through a registered training organisation. (All students must follow and meet the safety and supervision requirements of Intereach FDC policies);
- identify and manage any actual, perceived or potential COI within the FDC service;

It is the responsibility of FDC educators to:

- operate their FDC business as a self-employed operator once registered;
- sign and abide by the educator agreement, on an annual basis;
- work collaboratively and be open to support and learning from others to further develop their skills and knowledge;
- disclose any actual, perceived or potential conflicts of interest to the Nominated Supervisor or the FDC Coordination Unit in accordance with the Intereach Conflict of Interest Policy and Procedure;
- ensure families are aware that the FDC educators are providing education and care on behalf of Intereach FDC;
- ensure all children are enrolled with Intereach FDC and all documentation is in place prior to providing education and care;
- complete an annual Home Safety Risk Assessment Audit of their residence;
- ensure every reasonable precaution is taken to protect children in their care from harm;
- keep a record of all visitors to their approved residence while children are in their care;
- ensure that mandatory training qualifications, including First Aid, annual CPR, emergency asthma and anaphylaxis management are current at all times;

- complete additional professional development to enhance the education and care provided to children;
- be responsible for the costs of any required assessment, such as WWCC, Health Assessment and where a certificate is required, the National Police Check;
- allow service staff to visit their homes during all times that education and care is being provided;
- follow up on any issue or concern identified during a visit by service staff;
- work with service staff to evaluate and develop an action plan to support improvement; and,
- have a thorough knowledge of relevant legislative requirements.

It is the responsibility of a FDC educator to immediately advise Intereach of any of the following:

- serious incident;
- complaint alleging a serious incident has occurred or is occurring at the service;
- complaint alleging the national law and national regulations have been breached;
- new person aged 18 and over residing at the residence; and,
- circumstances that may affect whether a person residing at the residence continues to be fit and proper to be in the company of children.
- renovations or changes to their education and care premises that could pose a risk to the health, safety and wellbeing of children

Note:

- If there are allegations made against an educator or an educators household member, the educator will be suspended until the allegation is investigated and resolved. (Refer to Child Safe and Child Protection Policies and the Educator Agreement).
- If an educator is in breach of the National Quality Framework; including Education and Care National Law and Regulations, Intereach policies & procedures or noncompliance with the Educator Agreement the Issues of noncompliance in FDC procedure will be followed

3. Procedure

3.1. Selection, assessment and approval of FDC educators

On enquiry an obligation free preliminary home safety can be conducted if requested by the potential educator.

- The prospective educator completes the application form and submits this to the service, along with any supporting documentation outlined in the application
- Submit all relevant checks to HR for verification
- During the selection process, the Nominated Supervisor and CDC will:
 - conduct an interview with each prospective educator;
 - conduct a minimum of two reference checks, where the prospective educator is registering from a prior service, at least one reference must be an employee of that service; and,
 - escalate selection decisions to the General Manager or representative of the Approved Provider, where an undesired WWCC, National Police Check or reference check has been returned.
- Educators are required to complete online induction training and modules and face to face training with coordination unit, ensuring a sound understanding of requirements as per policies, procedures, regulations and NQF. Where educators are registering from

another service, induction is tailored to their specific needs at the discretion of the Nominated Supervisor.

- Educators may be required to undertake work experience with a registered educator, at the discretion of the Coordination Unit
- The Coordination Unit conducts a Final Home Safety Assessment Audit Check in collaboration with the educator.
- The prospective FDC educator attains FDC Public Liability Insurance The prospective FDC educator signs the Educator Agreement;
 - once all requirements are met, Intereach issues the FDC educator with a registration certificate; and,
 - all new FDC educator details are uploaded to the third-party software provider.

Note: If an educator takes extended leave (such as maternity leave) of more than twelve months from Intereach FDC, their registration will become void and they will be required to go through the interview/selection process again to become an educator with the service; This will be at the discretion of the Nominated Supervisor.

3.2.Registration through the Child Care Subsidy System

- FDC educators must be registered through the Federal Department's Child Care Subsidy System for payment generation. Identity validation is authenticated during the system registration process. This will be done via PRODA.
- Each FDC educator must provide evidence that the required checks have been undertaken as follows:
 - a certified copy of a National Police Check which has been obtained through the criminal records section of your relevant State or Territory Police Service or CrimTrac accredited agency, dated no more than six (6) months before the date of the application; and,
 - a WWCC card number/s and expiry date/s for each WWCC card held by the individual.

3.3.Approval and reassessment of approved FDC Educators

- The Coordination Unit will provide educators with the tools and support needed to complete an annual Home Safety Risk Assessment Audit of their residence used for education and care.
- Educators will be responsible for monitoring and recording safety and potential hazards on a daily basis.
- Educators sign the Educator Agreement, Privacy and Confidentiality Agreement on an annual basis.
- Educators must undertake a medical assessment prior to commencing and bi-annually thereafter, in accordance with the Intereach Work Check Work Practice.

3.4.Monitoring, support and supervision of FDC Educators

- The Coordination Unit will provide support to educators through face-to-face home visits, Video conferencing, emails, texts, Facebook and phone calls. Educators in remote locations will be supported by video conferencing, phone calls, emails and regular visits depending on the remoteness of the educator.
- CDCs will monitor safety and potential hazards during home visits and support educators to assess risks and implement control measures in timely manner.
- CDCs will conduct yearly educator review and professional development plan in consultation with each FDC educator.

3.5. Visits to FDC educators by service staff

- The Coordination Unit will provide regular spontaneous visits to the educators during the hours that they would normally provide education and care. Where required scheduled visits will be conducted. These visits observe the practice of educators in relation to the National Quality Standards, and may include observations of children in care, monitoring of compliance, addressing concerns and the provision of support and resources.
- Educators must permit service staff to enter their residence during educator's hours of operation as a FDC service.
- All support visits, including F2F, VC or phone to educators will be documented on a visit form and saved on the educator's file. Educators will receive a copy of the visit report for their records
- Where an issue of non-compliance is identified through a support visit the Issues of Non-compliance procedure will be followed
- Educators are visited as per the following schedule:

New Educators - Educators within the first 4 to 6 weeks of commencing with the service	Weekly for the first 4 weeks, depending on number of days of care and children in care.
Category 1 - New educators needing additional support or existing educators experiencing compliance issues or changed circumstances	Once every 2 to 3 weeks
Category 2 - Educators needing additional support in a specific area or due to changed circumstances	Once every 3 to 4 weeks
Category 3 - Educators who are self-sufficient and have a high level of experience and training.	Once every 4 to 6 weeks

4. National Quality Framework

Element	Description
4.1.1	The organisation of educators across the service supports children's learning and development
4.2.1	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills
4.2.2	Professional standards guide practice, interactions and relationships
7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service
7.2.3	Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development

5. Procedure Context - this procedure relates to:	
5.1. Standards or other external requirements	<ul style="list-style-type: none"> • Child Safe Standards (Vic) 2015 • Office of Children's Guardian - Child Safe Standards (NSW)
5.2. Legislation or other requirements	<ul style="list-style-type: none"> • Child Protection (Working with Children) Act 2012 (NSW) • Child Wellbeing and Safety Act 2005 (Vic) • Children and Young Persons (Care and Protection) Act 1998 (NSW) • Children, Youth and Families Act 2005 (Vic) clause 84 • Commission for Children and Young People Act 2012 (Vic) • Crimes Act 1958 (Vic) • Education and Care Services National Regulations 2011 (Cth) • Working with Children Act 2005 (Vic)
5.3. Internal documents	<ul style="list-style-type: none"> • Children's Services Staffing Arrangements Policy • Intereach Work Check Policy • Intereach Conflict of Interest Policy • Intereach Child Safe Policy • Intereach Child Protection Procedure • Intereach Code of Conduct Policy • Issues of Non-Compliance in FDC Procedure • Children's Services Fit and Proper Assessment of FDC Educators Procedure • Home Safety Risk Assessment Audit • Educator Visit Form • FDC Educator Medical Form • Educator Agreement

6. Document control			
Version	Date approved	Approved by	Next review date
1.0	9 July 2020	R. Phillips - Acting Senior Manager, Children and Family Services	9 July 2023
2.0	16/12/2021	M.Tai – General Manager Operations	16/12/2024