

# Intereach Children's Services

## Provision of Information and Assistance

### Family Day Care Educators Procedure



|                   |  |                      |            |                         |            |
|-------------------|--|----------------------|------------|-------------------------|------------|
| <b>Applies to</b> | Intereach Family Day Care (FDC)                            |                      |            |                         |            |
| <b>Policy</b>     | NQS Four: Children's Services Staffing Arrangements Policy |                      |            |                         |            |
| <b>Version</b>    | 2.0  | <b>Date approved</b> | 03/03/2023 | <b>Next review date</b> | 03/03/2026 |

#### 1. Objective

The delivery of quality education and care is largely predicted on the knowledge skills and abilities of educators. Intereach have an important role of supporting their educators in this regard by providing information, facilitating training and offering assistance where required which leads to further growth, understanding and knowledge.

#### 2. Responsibilities

It is the responsibility of the Nominated Supervisor to:

- ensure the provision of information, assistance and training for FDC educators' procedure is in place and ensure reasonable steps are taken to ensure that the procedure is followed;
- ensure there are enough coordinators to provide information, assistance and training to educators;
- ensure that the Educational Leader and coordinators are equipped to provide information, assistance and training to educators;
- ensure that educators are provided with relevant information, assistance and training to undertake their role and meet regulatory requirements;
- ensure professional development records are maintained and reviewed regularly;
- schedule all mandatory training for FDC educators and staff; and,
- ensure all FDC educators have current First Aid qualifications as per the Education and Care Services National Regulations.

It is the responsibility of the Coordinators to:

- ensure familiarity with the *Provision of information, assistance and training procedure* and attend professional development to further build on knowledge and skills;
- provide, promote and support a wide range of training opportunities for educators;
- support educators to identify training needs and encourage educators to attend relevant training;
- ensure educators are aware of their ability to request assistance at any time;
- actively participate in Intereach's supervision system and identify professional development training needs every 12 months; and,
- ensure that information is provided to educators in a variety of ways to cater for diverse learning styles.

It is the responsibility of Educators to:

- hold a minimum Certificate III in Children's Services;
- maintain *current First Aid* (including CPR, Asthma Management and Anaphylaxis) and attend Child Protection training every 18 months;
- ensure that access is given to coordinators for them to provide information, assistance and training;

- actively participate in professional development, including a minimum of 3 professional development sessions per registration year;
- set goals for professional growth through the yearly Educator Review and consultation with their coordinator; and,
- retain records of all training.

### **3. Procedure**

All educators attend an induction session prior to commencing education and care services to children.

#### **3.1. Information, assessment and training**

- A variety of communication styles will be used by the Coordination Unit to ensure information is communicated effectively with educators including but not limited to Facebook, email, teams meetings, Face to face meetings, newsletter, and home visits.
- Documentation regarding training opportunities, recent training participated including conversation around enhances/ changed practices and suggested training participation/ attendance will be included in the Home visit record.
- External training opportunities will be shared with the educators by the Coordination Unit and participation will be encouraged.
- Information provided by educators during home visits and through yearly reviews will be used by the Coordination Unit staff to develop internal training opportunities.
- Where available play sessions and events will be used as an opportunity for further support and professional development.
- All training will be recorded in the harmony system.

#### **3.2. Monitoring, evaluation, and review**

This procedure will be reviewed every three years and incorporate feedback and suggestions from children, families, educators, co-ordinators, volunteers, and students.

### **4. National Quality Standards**

| <b>Element</b> | <b>Concept</b>             | <b>Description</b>  |
|----------------|----------------------------|---|
| <b>.4.1</b>    | Staffing arrangements      | Staffing arrangements enhance children's learning and development.  |
| <b>4.1.1</b>   | Organisation of educators  | The organisation of educators across the service supports children's learning and development.  |
| <b>4.1.2</b>   | Continuity of staff        | Every effort is made for children to experience continuity of educators at the service.   |
| <b>4.2</b>     | Professionalism            | Management, educators and staff are collaborative, respectful and ethical.  |
| <b>4.2.1</b>   | Professional collaboration | Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills. |
| <b>4.2.2</b>   | Professional standards     | Professional standards guide practice, interactions and relationships.  |
| <b>7.1.2</b>   | Management Systems         | Systems are in place to manage risk and enable the effective management and operation of a quality service  |

| <b>5. Context</b>                                    |  |
|--|--|
| <b>5.1. Standards or other external requirements</b> | <p>Australian Children's Education and Care Quality Authority (2017). National Quality Standards</p> <p>Australian Children's Education and Care Quality Authority (2017). Guide to the National Quality Framework</p> <p>NSW Family Day Care Association Inc. (2017) Educator Induction Package</p> |
| <b>5.2. Legislation or other requirements</b>        | <p>Education and Care Services National Regulations consolidated 2017</p> <p>Education and Care Services National Law Act 2010</p>   |
| <b>5.3. Internal Documentation</b>                   | <p>Children Services Staffing Arrangements Policy</p> <p>Engagement or registration of FDC educators</p> <p>Monitoring, support, and supervision of FDC educators</p> <p>Educator Yearly Review</p> <p>Staffing arrangements</p>   |

| <b>6. Document control</b> |                      |  |                         |
|----------------------------|----------------------|--|-------------------------|
| <b>Version</b>             | <b>Date approved</b> | <b>Approved by</b>   | <b>Next review date</b> |
| 1.0                        | 15/04/2020           | R. Phillips, Acting Senior Manager, Children and Family Services | 15/04/2023              |
| 2.0                        | 03/03/2023           | M. Piffero, General Manager Operations                           | 03/03/2023              |