

Applies to	Intereach Family Day Care (FDC)				
Policy	NQS Four: Children's Services Staffing Arrangements Policy				
Version	3.0	Date approved	01/09/2025	Next review date	01/09/2028

1. Objective

To ensure the ongoing safety, health, and wellbeing of all children attending Intereach Family Day Care services. This is achieved through the continuous and systematic assessment of Family Day Care educators, and all persons residing at a Family Day Care residence to determine if they are fit and proper persons. These assessments are conducted prior to initial approval and regularly throughout the approval period, supporting Intereach's commitment to maintaining a safe and supportive environment for every child in care.

2. Background

The Education and Care Services National Regulations require approved providers to ensure their FDC services have policies and procedures in place in relation to the assessment of FDC educators, FDC educator assistants and persons residing at the FDC residence.

3. Responsibilities

It is the responsibility of the Nominated Supervisor and Co-ordination unit staff to:

- ensure the Assessment of FDC educators, FDC educator assistants and persons residing at FDC residences policy and procedures are in place;
- take reasonable steps to ensure, coordinators, FDC educators, staff, visitors and volunteers follow the policy and procedures;
- ensure potential FDC educators are at least 18 years of age to be registered;
- provide induction training for all new educators;
- support FDC educators to meet their responsibilities in relation to the assessment;
- ensure Responsible persons, coordinators, FDC educators, volunteers and students are aware of their individual responsibilities for child protection law;
- require each family day care educator to notify the Nominated Supervisor of any new person aged 18 years or over who resides or intends to reside, or visits long term at the educator's family day care residence;
- require each family day care educator to notify the Nominated Supervisor of any circumstance relating to a person who resides, intends to reside, or visits for an extended period (three weeks or more) at the educator's family day care residence that may affect whether the person is a fit and proper person to be in the company of children;
- ensure relevant checks of FDC educators, FDC residents, long term visitors, volunteers and students are provided and verified;
- ensure relevant checks of educators residence are completed and practices are aligned with the assessment and reassessment of FDC residents and venues procedures;
- ensure that FDC educators are not registered until they are assessed as fit and proper, along with household members following procedures;

Assessment of FDC educators, and persons residing at FDC residences

- ensure that household members, volunteers, students and visitors are not left alone with children;
- 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 HR team to:

- conduct online verification of the WWCC with the Department of Justice and Community Safety (Vic) or the NSW Office of the Children's Guardian of a:
 - prospective FDC educator; and,
 - any person over 18 years of age residing in the prospective educator's residence prior to their commencement.

verify National Criminal Checks of a

- prospective FDC educator, and
- any person over 18 years of age residing in the prospective educator's residence prior to their commencement; and,
- complete the verification process for all Working With Children Checks (WWCC) and National Police Checks for educators and household members as they become due—every 5 years for WWCC and every 3 years for Police Checks.

It is the responsibility of the Nominated Supervisor and the Coordination Unit to:

- use monitoring, support, and supervision visits to assist with monitoring the presence of residents, visitors, students and volunteers at the FDC residence;

It is the responsibility of FDC educators to:

- be aware of regulatory requirements in relation to the assessment of FDC educators and residence residing at the residence;
- Implement the assessment of FDC educators and residence procedure and keep up to date with any changes;
- maintain a current WWCC (valid for five years) in either Victoria or NSW;
- maintain a current and cleared National Police Check (valid for three years);
- notify the Nominated Supervisor or Coordination unit staff of any new residents aged 18 years or over at the FDC residence, including any intention to have new residents aged 18 years or over at the FDC residence
- notify the Nominated Supervisor or Coordination unit staff if their own child or any other resident turns 18 years old (providing enough notice to carry out relevant checks)
- ensure that any persons residing in the educator's residence over the age of 18 apply for and maintain a current a WWCC and National Police Check;
- notify the Nominated Supervisor or Coordination unit staff of any circumstance relating to any person who resides, or intends to reside, at the educator's FDC residence that may affect whether the person is a fit and proper person to be in the company of children. These circumstances may include:
 - the person is charged with or convicted of an offence of a sexual or violent nature, or an offence involving drugs or a weapon

Assessment of FDC educators, and persons residing at FDC residences

- if a person's application for a working with children or vulnerable people check is revoked, suspended or rejected;
- if the person is prohibited from working with children;
- ensure that residents, volunteers, visitors, students and unauthorised people are not left alone with children;
- submit all documentation as required in the procedure;
- 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 any new person who intends to reside in the educator's residence over the age of 18 applies for a WWCC and National Police check prior to taking up residence;
- register with the Federal Government's Child Care Subsidy System for payment generation via the Provider Digital Access (PRODA). This registration requires identity validation and both a current criminal history check and WWCC; and,
- be aware If 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.

Note: FDC educators residing in Victoria are exempt if they are a teacher, currently registered with the Victorian Institute of teaching (VIT). No fee will be charged for the WWCC for any adult persons (over 18 years of age) who reside in a FDC residence.

4. Procedure

Intereach Family Day Care does not engage educator assistants **Initial Suitability Assessment**

To ensure the safety, health, and wellbeing of children, Intereach conducts a thorough assessment of each prospective Family Day Care (FDC) educator prior to approval. This assessment is designed to determine the educator's initial suitability to provide care in a home-based setting and includes the following components

4.1.1. Initial Home Visit

An initial home visit will be conducted to assess the physical environment, safety, and suitability of the residence for family day care operations. This visit also provides an opportunity to engage with the educator and household members and identify any potential risks.

4.1.2. Application Requirements

The educator must submit a completed application, including:

- A copy of Working With Children Check (WWCC) and National Police Checks for the educator and all household members aged 18 years and over

NB: National Police Checks must be dated within six months of the commencement of care.

- A medical clearance for the educator from a registered Medical Practitioner.
- Evidence of approved qualifications, including at a minimum:
 - Certificate III in Education and Care (or equivalent)

- Current First Aid certificate
- Asthma and Anaphylaxis management training
- Cardiopulmonary resuscitation (CPR)

4.1.3. Unsatisfactory Probity Check

In the event of an unsatisfactory Working with children check the educators registration process will be ceased immediately

- In the event of an unsatisfactory National Police Check, the Family Day Care (FDC) Nominated Supervisor will conduct a comprehensive risk assessment to determine whether the educator's registration may proceed.
- If the assessment determines that the safety and wellbeing of children will not be compromised, the educator's registration may progress with or without conditions.
- If the assessment identifies that the safety or wellbeing of children may be compromised, the educator will be notified of the decision, and their registration progress will be ceased.
- All discussions relating to the outcome or content of any probity check will be treated confidentially and will be discussed only with the applicant.

4.1.4. Risk Assessment

The Nominated Supervisor will complete a risk assessment to identify risk level

4.1.5. Interview

An interview will be conducted with the applicant to assess their knowledge, suitability, and commitment to providing quality care. The interview will include child-related questions focused on:

- knowledge of the National Quality Framework, including Education and Care National Law and regulations, National Quality Standards, curriculum frameworks
- child safety and protection
- understanding and application of relevant policies and procedures; and,
- programming and planning for children's learning and development

4.1.6. Reference Checks

At least two reference checks will be completed, including one from the most recent employer. If the applicant is transferring from another FDC service, one reference must be obtained from a staff member of that service.

4.2. Induction Training

All newly engaged Family Day Care (FDC) educators are required to complete a comprehensive Induction Training Program to ensure they are fully prepared to deliver high-quality, safe, and compliant care. The induction process is designed to support educators in understanding their responsibilities and to equip them with the necessary knowledge and skills.

The induction training includes:

4.2.1. Online Module

Educators must complete an online induction module covering key topics including but not limited to regulatory requirements, service policies, child safety, health and safety, and educational programming.

4.2.2. Face-to-Face Training

Educators will participate in face-to-face training sessions delivered by Coordination Unit staff. These sessions provide an opportunity for in-depth discussion, clarification of expectations, and practical learning.

4.2.3. Buddying

As part of the preparation for commencing their role, new Family Day Care (FDC) educators may be required to participate in a Buddying experience. This involves spending time at the service of an already registered and experienced educator to gain practical insight into day-to-day service delivery.

4.2.4. Mentoring

Each new educator will receive monitoring, support and supervision (as per procedure) from experienced Coordination Unit staff. This may include home visits, observation, guidance on documentation and planning, and ongoing professional development support during the initial stages of their engagement.

4.3. Initial Engagement

As part of the onboarding process, Intereach ensures that all Family Day Care (FDC) educators and adult household members understand and commit to their responsibilities in maintaining a safe and compliant care environment. The following steps are required during initial engagement:

4.3.1. Educator Agreements

All educators must:

- Sign and abide by the Educator Agreement, outlining their roles, responsibilities, and expectations under Intereach Family Day Care .
- Sign and abide by the Privacy and Confidentiality Agreement, acknowledging their obligation to handle personal and sensitive information appropriately and in accordance with relevant legislation and service policies.

4.3.2. Household Member Requirements

All household members must:

- Sign and abide by a Household Member Agreement, which will be reviewed and discussed with a Coordination Unit staff member to ensure understanding of their role in supporting a safe FDC environment.
- Complete and sign a Child Protection Awareness Declaration, confirming their understanding of child protection responsibilities and their commitment to always upholding child safety.

4.4. Ongoing engagement

- All educators and persons over 18 years of age residing in an educator's residence are required to maintain a current Working with Children Check (WWCC) in the State in which they reside. On renewal of WWCC these must be provided to the coordination unit prior to expiry for verification
- The Nominated Supervisor may request a WWCC be completed by a visitor to a FDC residence under the guidance of (but not limited to) the following information:
 - the amount of time the person spends at the home;
 - how frequently they stay;
 - whether or not they're staying at the home is a regular or usual arrangement; and,
 - whether the arrangement will be ongoing.

All educators and persons over the age of 18 years residing in the home must provide a National Criminal Check to the coordination unit for verification every three years

4.5. Expiry of Probity Checks

4.5.1. Educator Probity Checks

If an educator's Working with Children Check (WWCC) or National Criminal Record Check (or equivalent) expires:

- The educator's registration will be suspended until the required documentation is provided and verified
- The educator is responsible for notifying families of any suspension period resulting from expired documentation.

4.5.2. Household Resident Probity Checks

If a resident's WWCC or National Criminal Record Check (or equivalent) expires:

- That resident will be prohibited from being present at the FDC residence during operating hours until current probity documentation is submitted and approved by the Coordination Unit.

4.6. Duty of disclosure

All Family Day Care (FDC) educators have an ongoing obligation to uphold the highest standards of integrity and transparency. As part of this obligation, educators must immediately notify the Nominated Supervisor if they, a family member, or any household resident may be affected by a matter that could impact their status as a *fit and proper person*.

4.6.1. Notification Requirements

Educators must disclose if they or a household member:

- Are under investigation, charged with, or convicted of an offence, including but not limited to:
 - Offences against children
 - Fraud
 - Violence
 - Illegal drugs or weapons
 - Traffic offences exempted from the National Law

- Experience a significant change in medical, physical, or mental health that may affect their wellness, fitness, or capacity to care for children.

4.6.2. Risk Assessment and Outcomes

Upon receiving a disclosure, the FDC Nominated Supervisor will conduct a risk assessment to determine whether the educator can remain on the FDC register additionally, if the results of any probity checks (excluding WWCC) are deemed unsatisfactory, the Nominated Supervisor will undertake a further assessment, which may result in:

- Implementation of risk management conditions, or
- Deregistration of the educator.

If a WWCC is deemed unsatisfactory deregistration will occur immediately

All discussions regarding the outcome or content of a probity check will be held confidentially and only with the applicant.

5. Monitoring, evaluation, and review

This procedure will be reviewed every three years and incorporate feedback and suggestions from children, families, educators, coordinators, volunteers, and students or when there is a change in legislation

6. National Quality Framework

Elements	Concept	Descriptor
2.2	Safety	Each child is protected
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
4.1.1	Organisation of educators	The organisation of educators across the service supports children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.1	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.
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships.

7. Context	
7.1. Standards or other external requirements	<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>Office of Children's Guardian (NSW Government) www.kidsguardian.nsw.gov.au</p> <p>Working with Children Check (Victorian State Government) www.workingwithchildren.vic.gov.au</p> <p>Australian Government, Australian Institute of Studies. Pre-employment screening: Working With Children Checks and Police Checks. CFCA Resource Sheet – May 2018. Accessed January 2020 from www.aifs.gov.au</p>
7.2. Legislation or other requirements	<p>Education and Care Services National Regulations consolidated 2017</p> <p>Education and Care Services National Law Act 2010</p> <p>Child Protection (Working With Children) Amendment (Statutory Review) Act 2018 (NSW)</p> <p>Working With Children Act 2005 (Vic.)</p>
7.3 Internal Documentation	<p>Children's Services Staffing Arrangements Policy</p> <p>Issues of Noncompliance for FDC Procedure</p> <p>Household members agreement</p> <p>Monitoring, support and supervision Procedure</p> <p>Intereach Work Check Policy</p> <p>Child Safe Environment</p> <p>Household members child protection declaration</p> <p>FDC educator interview questions</p> <p>FDC Educator Role profile</p> <p>Educator Handbook and Appendix</p>

8. Document control			
Version	Date approved	Approved by	Next review date
1.0	09/07/2020	R. Phillips - Acting Senior Manager, Children and Family Services	09/07/2023
2.0	12/07/2023	M. Piffero – General Manager, Operations	12/07/2026
3.0	01/09/2025	J Farrow – Manager, Education and Care	01/09/2028