

Intereach Engagement or Registration of Family Day Care Educators Procedure

Applies to	For this document, the term “Worker” applies to all employees, volunteers, contractors, students and directors and Family Day Care (FDC) Educators.			
Definitions	Refer to Schedule of Definitions:			
Version	1.1	Date approved	21/07/2026	Next review date 7/05/2029

Objective

To ensure the safety, rights, and best interests of children are paramount in all engagement and registration decisions for Family Day Care educators, while ensuring educators are suitably qualified and experienced to deliver high quality, child safe education and care expected by the service, families, and children, and that reasonable enquiries are made to determine whether any prospective educator or staff member is subject to a suspension notice, supervision notice, prohibition notice, or enforceable undertaking.

Background

The Education and Care Services National Regulations require approved providers of Family Day Care services to have policies and procedures in place for the engagement or registration of Family Day Care educators. These requirements support the protection of children and ensure that only suitable persons are engaged or registered to provide education and care.

Intereach Family Day Care is committed to safeguarding the safety, welfare and wellbeing of children through robust, child safe engagement and registration practices. Children’s safety is paramount and is embedded across governance, leadership and everyday practice. All persons engaged, or proposed to be engaged, in work must be suitable to work with children and always demonstrate child safe behaviours.

This procedure aligns with best practice child safe recruitment principles, including:

- Clear role descriptions
- Child safe job advertisements
- Careful shortlisting processes
- Structured interviews
- Comprehensive referee checks
- Mandatory background and suitability checks
- Thorough onboarding and induction
- Ongoing engagement or registration practices and monitoring

Responsibilities

It is the responsibility of the Approved Provider / Nominated Supervisor to:

- Ensure the engagement and registration of educators’ procedures is in place
- Ensure obligations under the Education and Care national Law and regulations are met and understood
- Implement child safe engagement and registration practices
- Ensure that reasonable enquiries into a person’s suitability to work with children are conducted prior to engagement and continue throughout the period of employment

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- Ensure that the required coordinator to educator ratio is maintained
- Ensure that educator numbers do not exceed approval
- Ensure robust and proper checks take place prior to registration of FDC Educators
- Ensure that all educators are at least 18 years of age, suitably qualified, have adequate knowledge of education and care, and are 'fit and proper' persons
- Verify and maintain records of Working with Children Check (WWCC) clearances, qualifications, registrations, accreditations and any other regulatory requirements
- Notify the regulatory authority within 24 hours of becoming aware of a change of status in any WWCC
- Take immediate action if a person becomes disqualified, interim barred, prohibited or issued a negative notice
- Ensure relevant persons complete required child protection training, as required by section 162A of the national Law
- Ensure educators have completed mandatory child safety training within induction or 14 days from when they are engaged with the service
- Ensure educators hold public liability insurance
- Ensure required records are accurately recorded and maintained in the National Early Childhood Worker Register.
- Undertake assessments of FDC residences
- Provide ongoing supervision, guidance and performance support to educators to reinforce child safe practices and professional behaviour
- Act on concerns, disclosures or allegations in line with legislative requirements, service policies and directions from the Regulatory Authority, including the need to identify and respond to every child at risk of abuse or neglect, ensuring children's safety is always prioritised
- Ensure a child-safe environment is maintained, including supervision, safety procedures, risk management, emergency planning, health and hygiene, cultural and inclusivity safety
- Maintain a register of educators

It is the responsibility of the FDC Coordinators to:

- Adhere to the Engagement or Registration of Family Day Care Educators procedure
- Support the engagement and registration of educators
- Ensure educators understand their responsibilities in relation to the engagement or registration of FDC educators
- Ensure educators are aware of their responsibilities to notify of any circumstances that arise that may pose a risk to the children's health, safety and wellbeing
- Provide monitoring, support and supervision visits to assist educators in meeting and maintaining education and care requirements

It is the responsibility of Educators to:

- Act in accordance with the service's code of conduct, child safe policies and procedures and the service philosophy and the National Law and Regulations at all times sharing a personal and professional responsibility to uphold child safe practices and to act in ways that protect children from harm
- Submit all documentation as required

- Maintain required qualifications
- Maintain current WWCC or teacher registration and notify of any changes to status within 24 hours
- Notify of any intended residents to the residence and any circumstances relating to a person who resides, or intend to reside at the residence, that may affect whether they are considered a 'fit and proper' person, including:
 - Charged or convicted of an offence of a sexual or violent nature, or an offence involving drugs or a weapon
 - The persons WWCC card has been rejected, revoked or suspended. Upholding child-safe behaviours and professional boundaries
- Hold and maintain a current Police check
- Ensure public liability remains current
- Participate in required induction and ongoing training, including child safety
- Support a culture where children's voices are heard and respected
- Ensure children know how to make a complaint or raise concerns
- Provide and maintain a child-safe environment
- Prioritise the rights of every child.

It is the responsibility of Families to:

- Engage with the service's child safe policies, code of conduct and complaints processes, and raise any concerns about their child's safety or wellbeing promptly and respectfully
- Communicate relevant information that may support the service in keeping their child safe, including changes in family circumstances that may affect the child's well-being
- Work collaboratively with educators and service leadership to promote a safe, respectful and transparent environment for all children
- Participate in feedback and continuous improvement processes that support child safety and quality outcomes.

Planning to engage or register prospective Educators

Note Intereach Family Day Care does not engage or register Educator Assistants

Intereach undergoes a thorough recruitment process of prospective Family Day Care (FDC) Educators prior to engagement or registration. This process is designed to determine the educator's initial suitability to provide care in a home-based setting and includes the following components

Advertising

If deemed necessary, the FDC coordination unit will advertise where vacancies exist to engage or register educators within the service. Where advertisements are used, they will clearly:

- include a clear transparent statement of the service's commitment to child safety
- advise that a current WWCC and National Criminal Check (within 6 months) is required
- advise that applicants will be asked to demonstrate their commitment to child safety
- state that the service will make reasonable enquiries into suitability to work with children

Note: Educators are still able to apply where advertising has not been undertaken

A copy of the prospective educator handbook and appendix (application) will be made available to prospective educators.

Role Description

The handbook will include a role description, which will clearly:

- identify child safety as a core responsibility
- outline expectations, include mandatory reporting, professional boundaries, compliance with legislation and services policies and procedures
- state the requirement to actively uphold a child-safe environment and to report concerns

Proceeding

Application

The prospective educators must submit a completed application, including:

- Evidence of approved qualifications, including at a minimum:
 - Certificate III in Education and Care (or equivalent)
 - Current First Aid certificate
 - Asthma and Anaphylaxis management
 - Cardiopulmonary resuscitation (CPR)
- Resume
- Compliance history statement for a prospective family day care educator
- A Copy of Working with Children's Check or teacher registration, and digitally verifiable NCCHC (Police check) completed no more than 60 days before commencing for the potential educator; and each person that will be residing at the FDC residence over the age of 18years a current WWCC and digitally verifiable NCCHC (police check)

NB: Where an educator has recently held a comparable role with another provider, the NCCHC must be no more than 12 months old.

- A medical clearance from the educator's medical practitioner
- Applications are reviewed by coordination unit staff
- Potential red flags (e.g. unexplained gaps, frequent role changes) are identified and explored further

Background checks

- WWCC are verified
- National Criminal History Checks (Police checks) are verified
- Qualifications are verified
- Prohibited person status is checked via NQA ITS (Section 188)

If all background checks are cleared, educators will proceed to the interview stage

In the event of an unsatisfactory WWCC check of the educator or person residing at the residence, the engagement or registration process will be ceased immediately

If an educator, or person residing at the residence, National Criminal Check has a disclosable outcome, a risk assessment will be conducted to assess the risk to the health, safety and best interest of children. If the assessment determines that the health, safety and best interests of children will not be compromised, the educator's registration may progress with or without conditions.

If the assessment identifies that the health, safety and best interests 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.

Interviews

- All candidates participate in an interview
- Interviews include structured, behaviour-based child safety questions
- Candidates are assessed on attitudes, integrity, professional boundaries and responses to child safety scenarios
- Interviews are conducted by more than one person
- Interview outcomes are recorded and stored securely

Referee checks

- At least two referees are required, with at least one from the most recent employer
- Referees must be work related
- Where prospective educators are transferring from another FDC service, one reference must be obtained from a staff member of that service
- Verbal references are conducted
- Referees are asked about suitability to work with children, behaviour, and any disciplinary history
- All reference checks are recorded and stored securely

Notification

- Where checks, interviews, or referee checks are unsatisfactory, inconsistent with service standards, or raise concerns when considered against paramountcy obligations, an unsuccessful application letter will be issued.
- Where all checks, interviews, and referee reports are satisfactory and demonstrate alignment with service standards and paramountcy considerations, a letter of successful application will be issued outlining the next steps

Engagement

Education and Care does not commence until induction and training are complete

Induction

The induction training includes:

1. Online Module

- Educators must complete online induction modules covering key topics including but not limited to:
 - Legislative obligations
 - Mandatory child safety training and Child protection training
 - Code of Conduct
 - Child Protection, including mandatory reporting obligations, the circumstances under which they must report and how to make a report
 - Professional boundaries and device use

- Supervision and risk management

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.

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. 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.

Engagement or registration

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.

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.
 - Code of Conduct:

Home Safety Assessment

- Final Home safety Assessment is conducted by two (2) coordination unit staff members.

Ongoing requirements

Ongoing engagement or registration

- 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.

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- All educators are supported through the monitoring, support and supervision visits. These visits will support all aspects of quality education and care including
 - Child safety
 - Reaffirming understanding of child safety obligation
 - Observations of practice is observed and supported
 - Concerns are addressed promptly
 - Professional learning needs are identified

Record keeping

- A register of Family Day Care educators is maintained as per regulation 153
- National Early Childhood Worker Register entries are kept current
- Records are accessible for audit and regulatory purposes

Re-engagement or re-registration process

1.1. Extended leave

Where an educator takes extended leave, the following processes will be undertaken

1.1.1. Three (3) months

- Provide a new national criminal check (Police check within 6 months)
- Update any training modules that may have changed during their leave period

1.1.2. Six (6) months

- Provide a new national criminal check (Police check within 6 months)
- Update any training modules that may have changed during their leave period

1.1.3. Twelve (12) months

- Complete the entire engagement and registration procedure, including application and documentation submission, interview, induction, etc.

Agency Staff

Intereach Family Day Care do not engage or register agency staff.

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 after a critical event or change in requirements.

National Quality Framework

Element	Concept	Description
2.2.1	Incident and emergency management	Systems are in place to manage risk and safety.
2.2.3	Child Protection	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
4.2.2	Professional Standards	Educators meet professional standards, including qualifications, suitability, and regulatory requirements.
7.1.2	Management Systems	Systems are in place. Policies and practices support the protection of children from harm and hazard.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

Context	
Standards or other external requirements	Australian Privacy Principles Information Privacy Principles (Vic) Australian Children's Education and Care Quality Authority (2017), National Quality Standards Australian Children's Education and Care Quality Authority (2017), Guide to the National Quality Framework NSW and Victoria Child Safe Standards
Legislation or other requirements	Privacy and Personal Information Protection Act 1998 (NSW) Privacy and Data Protection Act 2014 (Vic) Education and Care Services National Regulations Education and Care Services National Law Children (Education and Care Services National Law Application) Amendment Act 2025 (NSW) Education and Care Services National Regulations (NSW) Child Care Subsidy Ministers Rule
Reference Internal documents	Assessment and reassessment of FDC Residences Keeping a Register of Family Day Care Educators Monitoring, Support and Supervision Provision of Information Assistance Training to Educators Educator handbook and appendix FDC educator interview questions FDC reference check Educator agreement Code of Conduct Privacy and confidentiality

Document control			
Version	Date approved	Approved by	Next review date
1.0	7 May 2026	Split from assessment of FDC educators, educator assistance and persons residing at the residence Updated to include April Child Safety reforms Approved by: Dayna Cosgrove, Senior Manager, Education and Care	7 May 2029
1.1	21/07/2026	Minor change to include CCS Minister Rule. D.Cosgrove- Senior Manager, Education and Care	07/05/2029