

## **ASSESSMENT OF EDUCATORS, HOUSEHOLD MEMBERS AND EDUCATOR ASSISTANTS POLICY**

### **AIM:**

To provide clear and effective assessment procedures to follow during the educator recruitment process. To ensure that registered educators, person residing at family day care residences/venues and any proposed educator assistants are fit and proper persons to be in the company of children.

### **RATIONALE:**

Clarence Family Day Care has a responsibility under the Education and Care Services National Regulation 2011 to ensure that educators, people residing at FDC premises and educator assistants are fit and proper persons to be in the company of children.

The results of effective assessment procedures for educators, people residing at family day care residences and educator assistants are, among other things, improved outcomes for children, (including children's safety and wellbeing) improved retention of educators and fewer conflicts or compliance issues.

### **PROCEDURES:**

Clarence Family Day Care will apply the following procedures to the assessment of the suitability of educators, people residing in family day care residences and educator assistants:

- A written application for registration lodged by a prospective educator or educator assistant will be reviewed and assessed by at least two senior staff members of the scheme. At least one of those staff members assessing the application will be the scheme manager or the nominated supervisor.
- Following the receipt of a written application, the application will be tabled at a staff meeting to familiarise staff with the applicant's details. If essential criteria are met, consideration will be given to acceptance of the application, with regard to the applicants locality and current feasibility for the scheme.
- If, in relation to the written application for registration, the applicant meets the requirements of the scheme and applicable legislation, the applicant will be formally interviewed by two senior staff members of the scheme. At least one of those staff members conducting the interview will be the scheme manager or the nominated supervisor.
- If, following the formal interview, the applicant is assessed as meeting the requirements of the scheme and applicable legislation, two staff members of the scheme will visit the applicant at his/her home to conduct an initial assessment of the suitability of the premises in relation to conducting a family day care service and to further discuss with the applicant, the requirements of the scheme and applicable legislation. During this home visit, opportunities may be taken to meet members of the educator applicant's family and/or other people residing at the residence to discuss the philosophy of Clarence Family Day Care and the potential impact of conducting a family day care service at the family's residence. The attitudes and appropriateness of family members and others residing at the residence will be

assessed during this meeting and taken into consideration in relation to the overall assessment of the educator applicant.

- Regulatory qualifications, past experience and training of the applicant will be reviewed and assessed by the scheme manager and/or nominated supervisor. All educators must hold or be actively working towards, at least, an approved certificate III level child care and education qualification. All educators and educator assistants must hold a current approved first aid qualification and have undertaken current approved anaphylaxis management training and current approved emergency asthma management training.
- The identification of educators, persons aged over 18 years residing at the family day care residence and educator assistants will be confirmed by viewing of, and obtaining copies of approved forms of identification, equivalent to a standard 100 point identification check.
- Upon confirmation of the identification of preferred applicants and adult persons residing in family day care residences, a Working With Children Check (WWCC) application number or clearance number must be provided to the scheme. The scheme must verify online, the WWCC status of all applicants and adult household members.
- The scheme will contact a minimum of two referees nominated by the applicant. Referees must not be related to the applicant. Referees will be asked to respond to a set list of questions relating to the suitability of the applicant to provide care and education for children. Referees may be contacted by telephone. If the applicant has previously held registration as an educator with another family day care service, the scheme will make contact with the prior scheme/s for a written reference.
- Following successful assessment of all previous steps in the recruitment procedure, preferred applicants will attend an administration orientation session conducted by administration staff of the scheme. During the administration orientation session the administration staff member conducting the session will assess the skills and attitudes of the applicant in relation to their ability to successfully comply with the administration requirements of the scheme and applicable legislation.
- Educators will be required to provide a letter from their doctor stating that they are suitably fit/healthy to work alone with children.
- Educator applicants will be given the opportunity to attend a playsession for children, facilitated by the scheme. During this playsession the applicant's interactions with children, other educators and scheme staff members will be assessed by a nominated scheme staff member.
- Educator applicants will be given the opportunity to acquire practical work experience by attending the service of experienced and skilled educator's during the operation of the service.
- Educators that have been successfully assessed during the previous steps of the recruitment procedure may be required to complete the NSW Family Day Care Association Inc. Educator Induction Package. The outcomes of this exercise will be assessed using the Assessment Tool developed for this package.

- Special consideration will be given to applicants from CALD backgrounds to provide them with equal opportunity and enable the scheme to meet the child care needs of the community. Such considerations may include, but will not be limited to, an interpreter or oral discussions rather than written application.

- Educators will sign an Educators Agreement, obtain approved public liability insurance and furnish the scheme with written confirmation of this, prior to commencement of care.

**Relevant Legislation:** *Education and Care Services National Regulation 2011*; 119, 127, 136, 144, 163, 245, 246, 247.  
*Children (Education and Care Services National Law Application) Act 2010*;

**Key Resources:** *Guide to the Education and Care Services National Law and the Education and Care Services National regulations 2011*;  
*Educator Induction Package, NSW Family Day Care Association Inc. 2012*