

EDUCATOR ASSISTANT POLICY

AIM:

To provide continuity of care for children attending Clarence Family Day Care services by registering suitable people to assist educators in approved circumstances.

RATIONALE:

Under the terms of the Education and Care Services National Regulations 2011, a registered educator may, under certain conditions, use an approved support person (educator assistant) to provide short term care for FDC children in the absence of the registered educator. The following policy applies for Clarence Family Day Care educators. The first priority at all times is the safety and welfare of the children in care.

DEFINITION OF AN EDUCATOR ASSISTANT:

An educator assistant is the nominated person approved by the scheme and parents, to provide short term care for children in the care of a registered educator in the following situations:

- (a) in the absence of the family day care educator, transporting a child between the family day care residence and—
 - (i) a school; or
 - (ii) another education and care service or children's service; or
 - (iii) the child's home; and
- (b) providing education and care to a child, in the absence of the family day care educator, in emergency situations, including when the educator requires urgent medical care or treatment; and
- (c) providing education and care to a child, in the absence of the family day care educator to attend an appointment (other than a regular appointment), if—
 - (i) the absence is for **less than 4 hours**; and
 - (ii) the approved provider of the family day care service has approved that absence; and
 - (iii) notice of that absence has been given to the parents of the child; and
- (d) providing assistance to the educator while the educator is educating and caring for children as part of a family day care service.

The educator assistant may or may not reside in the home of the registered educator.

TO BECOME A REGISTERED EDUCATOR ASSISTANT THE PERSON MUST:

1. hold current, approved First Aid, Asthma Management and Anaphylaxis Management certificates.
2. be at least 21 years of age and have experience in the care of children.
3. successfully complete an application form and interview.
4. have a "Working With Children Check" clearance, and not be a prohibited person.
5. be covered by the registered educators public liability insurance policy.
6. have completed the Family Day Care Educator Orientation document and be willing to attend professional development training opportunities, including child protection training.
7. sign and abide by the Educator Agreement, applicable laws and regulations, scheme policies, practices and guidelines.

8. hold a current driver's licence and drive a safe and appropriately insured and registered vehicle, unless otherwise approved by the scheme manager.
9. be approved by the scheme manager/nominated supervisor (on behalf of the approved provider) as a suitable person with relevant child care experience.
10. be named on the registered educators Certificate of Registration.

IMPLEMENTATION

- * Generally, a registered educator may seek approval to have an educator assistant after the successful completion of the registered educator's initial probation period (six months). However, approval for registration of an educator assistant is always at the discretion of the approved provider/scheme manager/nominated supervisor.
- * The registered educator and the educator assistant collectively, may only provide care for the maximum allowable number of children in care as stated under the applicable regulation.
- * The educator assistant must be introduced to the parents of children to be cared for, prior to care taking place.
- * The educator & the educator assistant will sign in /out on the attendance record to determine person responsible at the service at any given time.
- * The family day care educator must provide the scheme with the written consent of a parent of each child being cared for by the educator to use an educator assistant in the circumstances set out above (*Definition of an Educator Assistant*) before approval of the educator assistant can be considered.
- * On each occasion an educator intends to use an educator assistant to provide care the educator must give notice of the absence to all parents and obtain approval for the absence from the approved provider, nominated supervisor or responsible person in day-to-day charge of the service.
- * The registered educator will cover payment, if any, to the educator assistant.
- * Educator assistants are generally authorised to provide short term care for one nominated registered educator.
- * No fee is payable for care where a parent elects not to leave their child with the educator assistant.

Where an approved person offers a short term/relief care service for more than one registered educator the scheme's "Relief Educator" policy applies.

Relevant Legislation: *Children (Education and Care Services National Law Application) Act 2010*
Education and Care Services National Regulation 2011; cl. 144