



KEEPING A REGISTER OF FAMILY DAY CARE EDUCATORS POLICY

AIM:

To comply with the Education and Care Services National Regulation 2011, particularly Division 10, clause 153, Register of family day care educators.

RATIONALE:

Clarence Family Day Care and authorised officers from applicable Commonwealth and State Government departments must be able to access current and accurate records of all educators engaged by the service to ensure ongoing compliance and to respond to current and/or historical allegations of impropriety in regard to children or the claiming of subsidies related to the provision of care.

POLICY:

Clarence Family Day Care will keep a register of each family day care educator that is registered with the scheme.

The register will include the following details of each family day care educator:

- full name, address and date of birth of the educator;
- contact details of the educator;
- address of the residence where the educator will be providing an education and care service,
- date on which the educator was registered with the scheme;
- if applicable, the date the educator ceased to be registered with the scheme;
- the days and hours when the educator will usually provide the service;
- evidence of the educator's qualifications; or if not already qualified, evidence of enrolment and "actively working towards an approved qualification";
- evidence of the educator's first aid training, anaphylaxis management training and emergency asthma management training;
- the name and date of birth of each child being educated and cared for by the educator, and the days and hours each child usually attends the service;
- the full names and dates of birth of all persons who reside at the family day care premises;
- a record of all criminal record checks for each person over 18 years old that resides at the family day care premises, that identifies the number of the check, card or record and the date it was sighted by the scheme manager or nominated supervisor of the scheme.

A record of all relief educators and educator assistants registered with the scheme will be kept, that includes any of the above information that is applicable to each particular person.

Assessment of Other Adults at the Family Day Care Premises

- All persons over 18 years who reside at the family day care premises while education and care is provided to children as part of the service, must provide evidence of a current working with children check clearance, to the family day care scheme, to confirm they are fit and proper persons to be in the company of children:
- The family day care educator must notify the scheme if any new person over the age of 18 years that resides, intends to reside, or frequently visits the family day care premises while education and care is provided to children as part of the service.

Relevant Legislation: Education and Care Services National Regulation 2011; 124; 136; 144; 153; 154; 163; 164; 169.
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;