

RELIEF CARER/EDUCATOR POLICY

AIM:

To provide continuity of care for children attending Clarence Family Day Care services whilst their regular carer/educator is absent from the service, by registering suitable people to provide relief care and education in the regular carer/educators approved premises.

RATIONALE:

A registered carer/educator may, under certain conditions, use an approved support person (relief carer/educator) to provide short term or block relief care for Family Day Care children in the absence of the regular carer/educator. The following policy applies for Clarence Family Day Care carer/educators. The first priority at all times is the safety and welfare of the children in care.

DEFINITION OF A RELIEF CARER/EDUCATOR:

A relief carer/educator is a person approved by, and registered with the scheme to provide relief care for children while their regular carer/educator is absent or otherwise unavailable to provide care.

The relief carer/educator may or may not reside in the home of the regular carer/educator and is registered to provide a relief care service to more than one registered carer/educator.

TO BECOME A REGISTERED RELIEF CARER/EDUCATOR THE PERSON MUST:

1. hold current approved First Aid, Emergency Asthma Management and Anaphylaxis Management certificates
2. be at least 21 years of age and have experience working with 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 a current, approved public liability insurance policy.
6. have completed or be working towards at least a Certificate 3 level child care and education qualification.
7. attend professional development training opportunities
8. sign and abide by the Carer's Administration Agreement, applicable laws and regulations, scheme policies, and practices and guidelines.
9. hold a current driver's licence (unless otherwise authorised or approved by the scheme) and drive a safe and appropriately insured and registered vehicle.
10. be approved by the Nominated Supervisor (on behalf of the Approved Provider) as a suitable person with relevant child care experience.

IMPLEMENTATION:

1. The registered carer/educator and the relief carer/educator collectively, may only provide care for the maximum allowable number of children stated under the applicable regulation.
2. Relief carer/educators must be introduced to the parents of children to be cared for, at the first opportunity.

3. The regular Family Day Care carer/educator must, prior to the commencement of the relief care, provide the scheme with the written consent of a parent of each child being educated and cared for by the carer/educator to the use of the relief carer/educator in the absence of the regular carer/educator

4. No fee is payable for care where a parent elects not to leave their child with the relief carer/educator.

PARENTAL CONSENT / RESPONSIBILITIES:

1. All parents requiring care must be notified as soon as possible to allow the parent time to consider the situation and either consent, or organize alternative care.

2. The parent must provide written consent for the relief care before it commences.

3. When possible, care required must be confirmed by parents and communicated to the relief carer/educator at least one (1) week before relief care commences. Care needs may not necessarily be the same as the existing contract.

4. Once the parent has confirmed the care required by the relief carer/educator in writing on the Parent/Carer Agreement, fees will be charged for the care period specified.

REGULAR CARER/EDUCATOR'S RESPONSIBILITIES:

1. Contact relief carer/educator to establish availability and to tentatively book day/s needed. Anticipated hours, numbers of children and rate of payment should be discussed at this time.

2. Discuss care needs with parents of children normally booked for care during the proposed relief care period.

Ensure that parents are aware of point 4. of Parental Consent / Responsibilities (above).

3. When possible, confirm with the relief carer/educator at least one (1) week before relief care commences, the days needed, hours of care and number and ages of children to receive care.

4. The registered carer/educator must inform the Coordination Unit of the booking made with the relief carer/educator (days, hours, children etc.)

5. Have parents complete a Parent/Carer Agreement Form, detailing the care booked with the relief carer/educator.

6. Complete the Relief Care Procedures form and discuss care details with the relief carer/educator.

7. Discuss the normal routines and the day's program with the relief carer/educator.

8. If the regular carer/educator cancels the relief carer/educator prior to the care taking place, 24 hours notice is required. If less than 24 hours notice is given, the scheme recommends that the relief carer/educator be paid for the care booked by the regular carer/educator.

RELIEF CARER/EDUCATOR'S RESPONSIBILITIES:

1. The relief carer/educator's Certificate of Registration must be displayed in a prominent position, in the home of the regular carer/educator during the hours that the relief care is provided.
2. The relief carer/educator must inform the Coordination Unit of days, hours and location booked.
3. If the relief carer/educator is unable to meet the commitment after accepting a booking, the regular carer/educator must be informed as soon as possible and attempt to find a replacement carer/educator if possible.
4. The relief carer/educator must hold discussion/s with the regular carer/educator, so as to be familiar with the information provided on the Relief Care Procedures form, as completed by the regular carer/educator.
5. The relief carer/educator must ensure the accurate completion of attendance records (timesheets).
6. The relief carer/educator is to receipt any parent payments made, in the relief carer/educator's own receipt book.
7. Attendance records (timesheets) are the responsibility of the relief carer/educator and are to be **submitted in the relief carer/educator's name.**
8. The relief carer/educator will practice an Emergency Evacuation Drill with the children in care at the first opportunity, and record the drill in the Emergency Evacuation Drill Record Book.

Where an approved person offers a relief care and support service for only one specific registered carer/educator, the scheme's "Educator Assistant(Co-carer)" policy applies.