

WORKING WHILST PREGNANT / PARENTAL LEAVE POLICY EDUCATORS

AIM:

Clarence Family Day Care promotes a safe work environment for children, educators, families and staff. Clarence Family Day Care will strive to protect the safety of educators and their unborn child, through appropriate practices and information.

Practices for educators

All educators are expected to comply with WHS and other legislative requirements when working whilst pregnant.

Educators may take up to 12 months unpaid parental leave.

Educators may take extended parental leave with written notice, any extended parental leave over 12 months may, at the discretion of the scheme manager, require the educator to undertake refresher training before recommencement of family day care duties.

Educators should:-

- be aware that whilst pregnant there is a greater risk of back pain and injury.
- be aware of other health risks eg. specific infectious diseases: toxoplasmosis, rubella, 5th disease, varicella, cytomegalovirus (CMV), herpes simplex virus, hepatitis B.
- be aware of and take responsibility for their own immunisation status.
- ensure that practices and procedures are modified if practical to reduce the likelihood of back injury and other health related risks.
- conduct and apply risk management processes to certain tasks, practices or procedures if necessary.
- ensure health and hygiene practices are implemented at all times (*see all health and hygiene policies*)

Educator responsibilities:

- Provide a written letter to the scheme manager at least 6 weeks prior to the educators due date stating the intended period of maternity leave, detailing the last date of care to be provided for families and the approximate date of return from parental leave. Educator registration with the scheme will be suspended during this period.
- Provide written information to all families in your care regarding your last day of care and proposed return date.
- Assist families in seeking alternate care if possible with the assistance of the coordination unit if required.

Returning to family day care:

- At least two weeks prior to returning to work the educator must undergo a home safety check by the coordination unit to ensure the family day care environment is safe prior to reinstating educator registration.
- If the annual re-registration date has passed during parental leave a full **Annual Home Safety Check** must be completed for re- registration.
- Before the return from parental leave, educators are to obtain a medical certificate from a medical practitioner to state they are able to return to work, caring for children.
- Educators are to ensure all documentation, insurances and other legislative requirements are in place and submitted to the coordination unit, before the recommencement of family day care duties.

Relevant Legislation: *Work Health and Safety Regulations 2011;*

Key Resources: *Staying Healthy In Child Care, the National Health and Medical Research Council, Commonwealth of Australia, 5th edition, 2013;* www.nhmrc.gov.au