

POLICY

Clarence Family Day Care will keep a register of all educators, educator assistant and coordinators. The register will keep information in accordance with regulation 153 of the Education and Care Services National Regulations.

PROCEDURE

The register will include, but is not limited to:

- the full name, address and date of birth of the educator
- the contact details of the educator
- the address of the residence or approved family day care venue where the educator will be providing education and care to children as part of the service, including a statement as to whether it is a residence or a venue
- the date that the educator was engaged by, or registered with, the service
- when applicable, the date that the educator ceased to be engaged by or registered with the service, for the period of 3 years following that date
- the days and hours when the educator will usually be providing education and care to children as part of the service
- if the educator is an approved provider, the number of the provider approval and the date the approval was granted
- if the educator is a certified supervisor, the number of the supervisor certificate and the date it was granted
- any relevant qualifications held by the educator
- certificates relating to current approved first aid training
- current approved anaphylaxis management training
- current approved emergency asthma management training
- evidence of any other training completed by the educator
- details of NSW Working with Child Check (copy of verification is kept on file) for educator, educator assistant, household members over 18 years old and regular visitors over 18 years old
- copy of criminal history record check no more than 6 months old (requirement for new educators and educator assistants from 2 July 2018)
- PRODA number
- ABN if applicable
- Customer Reference Number (CRN) if issued one by Centrelink
- the full names and dates of birth of all persons aged 18 years and over who normally reside at the family day care residence
- the full names and dates of birth of all children aged under 18 years who normally reside at the family day care residence
- each child educated and cared for by the educator, containing;
 - each child's name and date of birth
 - the days and hours that the educator usually provides education and care to that child

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.

An electronic copy of the register is kept. Currently the electronic register for educators and educator assistants is kept on HarmonyWeb. A hard copy file is also kept which contains a copy of documents such as identification and certificates.

The register is up dated when new information is received.

REFERENCE

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2018