

PURPOSE

Family Day Care services are required to maintain a register of Family Day Care Educators, Educator Assistants, Staff, Coordinators, Volunteers and Work Placement Students.

SCOPE

This policy applies to the Approved Provider, staff, educators, volunteers and work placement students of Clarence Family Day Care

POLICY

Clarence Family Day Care will keep a register of all educators, educator assistant, coordinators and FDC Staff.

REGISTER OF EDUCATORS AND EDUCATOR ASSISTANTS PROCEDURE

This register will keep information in accordance with regulation 153 of the Education and Care Services National Regulations. The register will include, but is not limited to:

1. The full name, address and date of birth of the educator and educator assistants
2. The contact details of the educator and educator assistant
3. 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
4. The date that the educator and educator assistant was engaged by, or registered with, the service
5. The date that the educator and educator assistant ceased to be engaged by or registered with the service
6. The days and hours when the educator will usually be providing education and care to children as part of the service
7. If the educator is an approved provider, the number of the provider approval and the date the approval was granted
8. Any relevant qualifications held by the educator and educator assistant, and if applicable of the educator or educator assistant is actively working towards that qualification
9. Certificates relating to current approved first aid training, approved anaphylaxis management training and approved emergency asthma management training
10. Evidence of any other training completed by the educator and educator assistant
11. Details of NSW Working with Children 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. The hard copy of this check is dated and signed as to when the service verified the Working with Children Check
12. Copy of criminal history record check no more than 6 months old (requirement for new educators and educator assistants from 2 July 2018)
13. PRODA number
14. ABN if applicable
15. Customer Reference Number (CRN) if issued one by Centrelink

16. The full names and dates of birth of all persons aged 18 years and over who normally reside at the family day care residence
17. The full names and dates of birth of all children aged under 18 years who normally reside at the family day care residence
18. Each child educated and cared for by the educator, containing;
 - a) each child's name and date of birth
 - b) 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 updated when new information is received.

In relation to the record of telephone conversations and visits to educators, please refer to the policy Monitoring, Support and Supervision of Family Day Care Educators. This is a component of the register.

Records must be kept for a period of 3 years following the date that the educator and/or educator assistant ceases to be engaged or registered with the service.

REGISTER OF COORDINATORS AND FDC STAFF PROCEDURE

As FDC Service staff are employees, the requirement for keeping staff details are outlined in various employment legislation and under the Education and Care Services National Regulations (regulations 153 and 154).

The register will include, but is not limited to:

1. The full name, address and date of birth of all CFDC staff members
2. The contact details of all CFDC staff
3. The date that the staff member was engaged by the service
4. The date that and the reason why the staff member ceased to be engaged by the service
5. Who is the Nominated Supervisor
6. Who is the Educational Leader
7. Evidence of any approved training completed
8. Current first aid training, anaphylaxis management training and emergency asthma management training
9. If a staff member is a teacher registered under an education law of a participating jurisdiction and has provided proof of that registration, a record of the identifying number of the teacher registration and the expiry date of that registration
10. If the staff member is an approved provider, the number of the provider approval and the date the approval was granted
11. Any relevant qualifications held by staff member, and if applicable, is the staff member actively working towards that qualification
12. Evidence of any other training completed by the staff member
13. Details of NSW Working with Children Check (copy of verification is kept on file) for the staff member. The hard copy of this check is dated and signed as to when the service verified the Working with Children Check
14. National Criminal History Record Check, if required
15. PRODA number, if applicable

An electronic copy of the register is kept. A hard copy file is also kept which contains a copy of documents such as identification and certificates.

The register is updated when new information is received.

Employment records are required to be kept for seven (7) years.

REGISTER OF VOLUNTEERS AND STUDENTS PROCEDURE

A record of volunteers and students must be kept in accordance with regulation 154 of the Education and Care Services National Regulations.

The register will include, but is not limited to:

1. The full name, address and date of birth of all volunteers and students
2. Details of NSW Working with Children Check (copy of verification is kept on file) for the staff member. The hard copy of this check is dated and signed as to when the service verified the Working with Children Check
3. The days, hours and dates on which the volunteer and student participated at the service

An electronic copy of the register is kept. A hard copy file is also kept which contains a copy of documents such as identification and certificates.

The register is updated when new information is received.

Records must be kept for a period of 3 years.

NATIONAL QUALITY FRAMEWORK

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	NATIONAL QUALITY AREA	NATIONAL QUALITY ELEMENT/STANDARD
153, 154, 169, 170, 171	7	7.1, 7.1.2, 7.1.3

REFERENCE & RELATED INFORMATION

- Education and Care Services National Law Act
- Education and Care Services National Regulations
- NSW Industrial Relations Act 1996
- Fair Work regulations 2009
- CFDC's policy – Monitoring, Support and Supervision of Family Day Care Educators
- Australian Children's Education & Care Quality Authority (ACECQA)
- National Quality Standards