

POLICY

To provide the capacity for an educator to engage an assistant within their service so that there is consistency of care when required.

An educator assistant is an adult deemed suitable to maintain the quality care offered to children within the family day care residence. An educator may engage their nominated educator assistant to provide assistance whilst the educator is educating and caring for children and when the educator is absent in limited circumstances.

The registration and engagement of an educator assistant does not constitute an employee/employer relationship nor is it undertaken for any financial reimbursement.

PROCEDURE

The following procedures will be followed:

- An educator may nominate a prospective educator assistant. Written consent from all families in care must be provided as part of the application process and prior to a decision being made.
- A prospective educator assistant must undertake an interview, complete an application form, attend training when required and sign an Agreement form.
- The applicant will be considered once the registered educator has been working for 12 months and the applicant has spent considerable time in the presence of Family Day Care clients.
- An educator assistant must have a full first-aid certificate, Anaphylaxis and Asthma management training renewed three yearly.
- An educator assistant must have a cleared and current NSW Working with Children Check.
- An educator assistant undertake training in child protection and have a working knowledge of health and safety procedures including but not limited to fire safety, food safety, behaviour management and car safety.
- An educator assistant is to be listed on the educator's registration certificate and information about the educator assistant to be maintained within the educators file.

An educator assistant may be engaged in the following situations:

- To allow an educator to better attend to the needs of all children in care. For example:
 - delivery and /or collection of children to and from preschool/school; and
 - collecting or delivering children to/from home
- To allow an educator to offer quality outcomes for all children present. For example:
 - providing education and care to multiple ages of children during busy periods e.g., school holidays;
 - to limit time spent travelling in car; and
 - to better meet the individual needs of children
- In situations when an educator is absent e.g. to allow an educator to attend non-regular appointments not possible to be made at other times.
- In emergency situations, including when the educator requires urgent medical treatment.

OTHER

- There is a four hour time limit imposed for the engagement of an educator assistant for a non-regular appointment. This time limit cannot be exceeded and is set by the National Regulations clause 144.
- A blanket permission form "Engagement of educator assistant" is to be completed by the educator and parent, identifying the general/ common occasions when an educator assistant may be used.
- A 'Notice of Educator Absence' permission form is required to be completed for non-regular appointments e.g. Doctors' appointments. The office must be notified and approve absences for non- regular instances prior to these occurring.

Prior to an educator assistant being registered by the education and care service and being engaged by an educator, parents are provided with information about the process and the role of an educator assistant.

REFERENCE

- Education and Care Services National Law
- Education and Care Services National Regulations