

PURPOSE

At times, situations may arise that require children to be cared for by an approved person who is not that child's usual registered FDC educator.

SCOPE

This policy applies to the educators, educator assistants, staff, children and families of Clarence Family Day Care Service

POLICY & PROCEDURE

1. A registered Educator Assistant may assist the registered Educator in certain circumstances that are clearly outlined in sub-regulation (4) of regulation number 144 in the Education and Care Services National Regulations.
2. In emergency situations
 - the educator is to contact the children's parent or emergency contact person and the co-ordination unit as soon as possible.
 - a staff person may temporarily care for children for a short period until alternate arrangements can be made (eg. a parent collects children or arrangements are made by parent/staff for another educator to assist).
 - children may be placed in the care of another registered educator provided the parent/guardian's written, email or text message consent has been obtained and provided the co-ordination unit has concurred. Educators must not have more than the approved number of children in their care at any time.
3. Coordinator "Sits": Care (ie: a "sit") provided by a coordinator in the educator's home is for emergencies and unforeseen or exceptional circumstances only and will be at the discretion of the Service Manager.
 - Educators must try to make general appointments outside their own working hours wherever possible or alternately engage a relief educator for longer periods.
 - Staff will always do their best to respond to an educator in an emergency.
 - Emergencies are usually defined as accident/illness concerning children, immediate family members or the educator.
 - Written parental/guardian permission is to be obtained, other than in emergency situations, prior to alternative care being provided/organised.

NATIONAL QUALITY FRAMEWORK

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	NATIONAL QUALITY AREA	NATIONAL QUALITY ELEMENT/STANDARD
4, 99, 144	2	2.2.1, 2.2.2
	4	4.1.1

REFERENCE & RELATED INFORMATION

- Clarence Family Day Care policies including Educator Assistant
- Education and Care Services National Regulations
- National Quality Standards