

PURPOSE

The purpose of this policy is to outline relief care. Relief care is care provided to children by a registered educator that is not the children's/families usual educator. Relief care aims to provide consistent and continued education and care during periods of educator leave to ensure families are able to meet their work requirements and other commitments.

The purpose of this policy is to ensure adherence to procedures in the registration and ongoing operation of relief educators.

SCOPE

This policy applies to, staff, educators, educator assistants, families and visitors of Clarence Family Day Care.

POLICY

An approved provider may engage or register another family day care educator to provide education and care to children during the primary educator's annual leave, study leave, maternity leave or sick/carers leave in the primary educator's residence under the National Law and National Regulations, provided this educator meets the definition of a family day care educator (not a family day care educator assistant).

PROCEDURE

The National Quality Framework does refer to a Family Day Care relief educator but there is nothing in the law or national regulations to prevent an educator who is also fully certified and registered with the Family Day Care service from relieving another FDC educator and educating and caring for their children in an approved FDC residence or venue.

Relief Care may be used for emergency situations or pre-planned absences. Primary Educators who are considering using a Relief Educator MUST discuss the matter with all the families. Families should be provided with information about Relief Care and encouraged to ask any questions they have with the Primary Educator and the service.

Relief Educators are registered by Clarence Family Day Care. They receive training and on-going support and home visits are conducted as usual. All regulatory, policy, procedural and Quality Assurance requirements apply equally to Relief Educators. Relief Educators carry their own Public Liability Insurance (unless the Primary Educator's insurance covers Relief Care) and must hold an ABN.

All the Relief Care arrangements are made between two self-employed Educators. While CFDC staff will help to resolve any disputes, Clarence Childhood Services Association Inc takes no responsibility for any monies owed by one Educator to the other. The Relief Educator is to submit Attendance Record, issue invoices/receipts and to collect the gap fee from parents/guardians.

Primary Educator Responsibilities:

- Details about Relief Care are to be provided to families who consent, including Relief Educator details such as name, days and hours to be worked.
- Families must provide written consent to care being provided by the 'relief' educator and this is done via the completion of a Complying Written Agreement. A Complying Written Agreement must be provided to the Office prior to the relief educator providing care.
- Where possible, the Primary Educator should arrange for the children and families to meet the Relief Educator before relief care is required.
- If the primary educator is charging a premises/equipment fee, then they should provide a receipt to the relief educator.

- The primary educator is responsible for home and contents insurance. They should review their policy and contact their insurer to discuss. In the event of damages, any expenses associated therewith, including an insurance claim and the payment of the excess (or any damages not reaching excess amount), is between the permanent educator and relief educator – it is not covered by Clarence Childhood Services Association Inc.
- Before Relief Care commences the Primary Educator must ensure that the Relief Educator is aware of:
 - Locations of First aid kits (home and excursion), Fire Extinguisher, Fire Blanket, Evacuation Plan/Emergency Procedures.
 - Location of Children’s records, including parent contact details, emergency contacts etc
 - Any children with special requirements (diet, medication, Health Management Plans etc).
 - Emergency numbers, including the Primary Educator’s, and next of kin or local emergency services contacts.
 - Where attendance records are signed, children’s belongings are stored, notice board, keys etc.
 - Where all other equipment and materials needed for the running of the service are kept.
 - Information about daily Health & Safety, maintenance, cleaning and security checklists.
 - Information about daily children’s program and routines.
- The primary educator may place her/his own children in care with the relief educator only if:
 - The primary educator is not working as an FDC educator on that day or during the specified period
 - the children are registered for education and care with the approved service
 - vacancies exist in the education and care residence or venue (i.e. the maximum number of children in care at one time does not exceed regulatory requirements)
 - In relation to CCS, under the new legislation, as care will be taking place at the child’s residence CCS will not be applicable and full fees will apply.
- If the Relief Educator is unable to meet the commitment after accepting a booking (but before the Relief care commences) they must immediately advise the Primary Educator. The Primary Educator will attempt to find a replacement Relief Educator if required or, contact the families to advise that Care is not available and advise parents to contact the office to see if another Family Day Care Educator is able to provide short-term care (if required).

Relief Educator Responsibilities:

- The relief educator must follow the procedures as indicated in the Engagement and Registration of Family Day Care Educator’s Policy and provide membership documentation as stipulated, inclusive of ACECQA approved qualifications, first aid, asthma and anaphylaxis and working with children/vulnerable people checks. The Coordinator overseeing the engagement of the relief educator is to complete the relevant documentation checklists.
- Relief Educators must complete and sign the Relief Educator Contract and provide this to the Manager before commencement.
- The Relief Educator must ensure that their Public Liability Insurance for relief care registration is current. Where the Primary Educator’s insurance covers Relief Care, this must be confirmed by the Relief Educator.
- The Relief Educator’s current Certificate of Registration must be displayed for parents to see.

- Where possible, the normal routine and practices of the primary educator should be followed to ensure continuity of care and security for children and families.
- The relief educator is responsible for maintaining Work Health and Safety standards within the education and care residence or venue at all times during the care period.
- During the education & care period, the relief educator must undertake only those tasks normally associated with the provision of a quality education and care service. This includes complying with all state and federal legislative requirements and the approved service's policies and procedures, and maintaining quality education and care standards and practices, in accordance with The National Quality Framework.
- Completion of attendance records for the duration of the relief care period is the responsibility of the Relief Educator. Parents must sign the children in and out of care on the Relief Educator's attendance record in accordance with normal FDC policy and be submitted to the office by the due date.
- The relief educator will be paid by the service into their nominated account as indicated on their registration form.
 - The relief educator may only transport children in his/her vehicle if:
 - a parent / guardian of the child has signed a consent form in accordance with the Excursion and Regular Outing Policy
 - the vehicle and car restraints comply with all legislative requirements
 - evidence of a current driver's licence, and car registration details have been supplied to Clarence Family Day Care
 - the relief educator has conducted and documented a risk assessment for transporting children and associated outing/excursion risk assessment

NOTE

Parents are not obligated to accept a Relief Care arrangement. They may choose to find private alternative care, in which case they are not liable to pay FDC fees. Parents may also ask the office to find an alternative Educator for back up care during this time.

NATIONAL QUALITY FRAMEWORK

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	NATIONAL QUALITY AREA	NATIONAL QUALITY ELEMENT/STANDARD
10, 127, 136, 137, 153	4	4.1.1
	7	7.1.2, 7.1.3

REFERENCE & RELATED INFORMATION

- Education and Care NSW Regulations
- Education and Care NSW Act
- Privacy Act
- Clarence Family Day Care policies and procedures in particular the Recruitment of Educators