

7.21 KEEPING A REGISTER OF FAMILY DAY CARE EDUCATORS

Purpose Statement

To meet the requirements of section 69 of the National Law Act 2010 and section 153 of the National Regulations, the following information will be kept on a register at the Coordination Unit for each educator and each educator's assistant registered.

Scope

This policy applies to staff and Family Day Care educators.

Policy Statement

EARLY CHILDHOOD EDUCATION AND CARE SERVICES ARE COMMITTED TO THE DELIVERY OF A QUALITY FAMILY DAY CARE SERVICE AND MAINTAIN CURRENT INFORMATION ON ALL EDUCATORS PROVIDING EDUCATION AND CARE SERVICES IN THEIR HOMES.

Procedures

Details to be Included on Register – FDC Educator

A register of Family Day Care educators will be maintained by the Coordination Unit and kept at head office. The register must include:

1. The full name, address and date of birth of the educator.
2. The contact details of the educator.
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 avenue.
4. The date that the educator was engaged by, or registered with, the service.
5. The date that the educator ceased to be engaged by or registered with the service (if applicable).
6. The days and hours when the educator will usually be providing education and care to children as part of the service.
7. Evidence of any relevant qualifications held by the educator; or if applicable, that the educator is actively working towards that qualification.
8. Evidence that the educator has completed a current approved:
 - a. First aid training
 - b. anaphylaxis management training
 - c. Emergency asthma management training.
9. Evidence of any other training completed by the educator
10. Working with Children's Check (WWCC) details, including:

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- a. The identifying number of the WWCC and the expiry date
 - b. The date that the check was sighted by the approved provider or a nominated supervisor of the service.
11. For each child educated and cared for by the educator, a record of:
- a. the child's name and date of birth; and
 - b. the days and hours that the educator usually provides education and care to that child.
12. For each resident in the Family Day Care residence, records of:
- a. the full names and dates of birth of all persons aged 18 years and over who normally reside at the family day care residence;
 - b. the full names and dates of birth of all children aged under 18 years who normally reside at the family day care residence;
 - c. the identifying number of the current working with children check
 - d. the date that the check was sighted by the a nominated supervisor of the service.
13. Evidence that the educator is adequately monitored and supported by a family day care co-ordinator while the educator is providing education and care to children, including:
- a. the dates and times of any visits by the co-ordinator for the purpose of monitoring or support
 - b. the dates and times of any telephone calls between the co-ordinator and the educator for the purpose of monitoring or support
 - c. details of any correspondence or written materials provided to the educator by the co-ordinator for the purpose of monitoring or support and the dates and times the correspondence or materials were provided to the educator.

Details to be Included on Register – FDC Co-ordinators

1. The register must include the following information in relation to each family day care co-ordinator employed or engaged by the service:
 - a. the full name, address and date of birth of the co-ordinator;
 - b. the contact details of the co-ordinator;
 - c. the date that the co-ordinator was employed or engaged by the service;
 - d. the date that the co-ordinator ceased to be employed or engaged by the service (if applicable)
 - e. evidence of any relevant qualifications held by the co-ordinator
 - f. current approved first aid training
 - g. current approved anaphylaxis management training
 - h. current approved emergency asthma management training
 - i. evidence of any other training completed by the co-ordinator
 - j. the identifying number of the current working with children's check and the expiry date of that check
 - k. the date that the check was sighted by the nominated supervisor of the service

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Details to be Included on Register – FDC Educator Assistants

1. The register must include the following information in relation to each family day care educator assistant engaged by or registered with the service.
 - a. the full name, address and date of birth of the educator assistant
 - b. the contact details of the educator assistant
 - c. the name of the family day care educator to be assisted by the educator assistant
 - d. the address of the residence where the educator assistant 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
 - e. the date that the educator assistant was engaged by or registered with the service
 - f. the date that the educator assistant ceased to be engaged by or registered with the service (if applicable)
 - g. evidence of any relevant qualifications held by the educator assistant
 - h. evidence that the educator assistant has completed current approved first aid training, current approved anaphylaxis management training and current approved emergency asthma management training
 - i. evidence of any other training completed by the educator assistant;
 - j. the identifying number of the Working With Children Check conducted and the expiry date of that check
 - k. the date that the check or registration was sighted by the approved provider or a nominated supervisor of the service.

NOTE: Information held on the register in relation to a family day care educator, a family day care co-ordinator or a family day care educator assistant must be kept on the register until the end of 3 years after the date on which the family day care educator, the family day care co-ordinator or the family day care educator assistant ceased to be registered or employed with the Windermere.

Relevant Standards/Legislation

- National Quality Framework for Early Childhood Education and Care Services including:
 - Education and Care Services National Law 2011
 - Education and Care Services National Regulations 2011
- Occupational Health and Safety Act 2004

Related Policies & Links

- *Record Keeping* procedure
- *Engagement, Assessment and Approval of FDC Educators, Residents and Visitors* procedure
- *Confidentiality and Privacy (Educators)* procedure