

4.03 RELIEF EDUCATORS

Purpose Statement

An approved provider may engage a relief educator to provide education and care to children during a primary educator's leave, within the primary educator's residence.

Scope

This policy applies to all salaried full time and part time staff (including casual), home based educators and families.

Definitions

Relief Educator: a person approved by, and registered with the Family Day Care scheme to provide relief care for children while their regular carer/educator is absent or otherwise unavailable to provide care.

Policy Statement

WINDERMERE EARLY CHILDHOOD EDUCATION AND CARE HOME BASED SERVICES WILL ENSURE THAT ALL RELIEF EDUCATORS WILL MEET THE ANNUAL EDUCATOR AGREEMENT PROCESS TO PROVIDE EARLY EDUCATION AND CARE FOR CHILDREN AND FAMILIES.

Procedures

General

Windermere may approve a relief educator to relieve a primary educator in providing education and care to children, as part of a home based service, in the following circumstances:

1. A primary educator has planned annual leave or study leave;
2. The education and care is able to take place within the primary educator's approved place of residence;
3. The relief educator is able to fulfil all transporting requirements (i.e. transporting a child between the home based residence or approved home based venue and:- a school; or another education and care service or children's service; or the child's home);
4. Where an emergency situation unfolds (i.e. a primary educator requires urgent medical care or treatment);
5. Where a primary educator is required to attend an appointment (other than a regular appointment), and that appointment will result in an absence from duties for less than a 4 hours. Notice of all planned appointments must be provided in advance to all children and their families;
6. Written authorisation from the family of each child impacted by the absence of the primary educator has been provided to the approved service. This authorisation must include approval for the child concerned to be cared for by the relief educator and under what circumstances.



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NOTE: Under NO circumstances is a relief educator to provide care for a child for which authorisation has not been given by the family.

Relief Educator Registration Requirements

1. A relief educator is required to be a fully registered educator with the approved service. A fully registered educator must:
 - a. be at least 18 years of age
 - b. hold a current approved first aid qualification
 - c. have undertaken current approved anaphylaxis management training
 - d. have undertaken current approved emergency asthma management training
 - e. have a current National Police Check
 - f. hold a current Working With Children Check Card (linked to Windermere Family Day Care)
 - g. participate in ongoing professional development opportunities throughout the year as well as maintaining compulsory child protection and first aid
 - h. only use a vehicle that has been approved for home based early childhood education and care use
 - i. sign and abide by the Educator Agreement and approved provider policies and procedures
 - j. work in-accordance with Education and Care Services National Regulations 2011, Education and Care Services National Law 2011 and National Quality Standard.

Relief Educator Registration Responsibilities

Relief educators are responsible for:

1. Completing the *Relief Educator Induction* checklist prior to commencement of a placement.
2. Having immediate access to the following documentation at all times: Windermere Early Childhood Education and Care Service policy and procedure manual and a folder containing your certificate of registration, insurance, first aid certificates and qualifications.
3. Signing in and out of 'visitor's log' upon entering and exiting the primary educator's residence.
4. Carrying out regular maintenance, safety and cleaning routines (as required).
5. Where possible, following the normal routine of the children's day.
6. Completing attendance records for all children in care.
7. Ensuring that families complete the 'attendance records' log.
8. Submitting the Relief Educator Induction checklist with timesheets. NOTE: relief educators will be paid the same amount as the primary educator for each care arrangement.
9. Issuing a receipt for any payments collected (In Home Care Only).



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Primary Educator's Responsibilities

Primary educators are responsible for:

1. Contacting the Coordination Unit to discuss the proposed appointment of the relief educator.
2. Obtaining written consent from families that their child can be educated and cared for by the named relief educator.
3. Where possible, confirming with the relief educator, at least one week before relief care commences:
 - a. days required (including hours of care)
 - b. number of children
 - c. additional needs of children (if relevant).
4. Requesting that families complete the *Relief Educator Authorisation* form.
5. Completing the *Relief Educator Induction* checklist with the relief educator.
6. Discussing the day's program with the relief educator.

NOTE If the primary educator needs to cancel the relief educators' shift, 24 hours' notice is required.

Co-ordination Unit's Responsibilities

The Co-ordination Unit is responsible for:

1. Maintaining the relief educator booking diary.
2. Scanning and returning any *Relief Educator Induction* checklist forms, which have been forwarded to the office, to the primary and relief educators.
3. Ensuring an Educational Program Coordinator supports the relief educator by visiting children in care, during the relief period, and checking supporting documentation.

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

Related Policies & Links

- *Assessment, Approval and Re-Assessment of Approved FDC Residences/Venues Procedure*