

7.02 PROVISION OF INFORMATION, SUPPORT & TRAINING TO FAMILY DAY CARE EDUCATORS

Purpose Statement

Windermere provides information to educators in regards to training and professional development, so that educators can engage in such activities to maintain and further develop skills and essential knowledge associated with the role.

Scope

This policy applies to all salaried full time and part time staff (including casuals), educators and contractors.

Policy Statement

THAT WINDERMERE PROVIDES A COMPREHENSIVE TRAINING AND PROFESSIONAL DEVELOPMENT PROGRAM THAT SUPPORTS EDUCATORS TO DEVELOP AND MAINTAIN SKILLS AND ESSENTIAL KNOWLEDGE TO FULFILL JOB REQUIREMENTS.

Procedures

Windermere's Commitment to Provision of Information, Assistance and Training

1. Windermere will ensure that every Family Day Care educator is provided with:
 - a. orientation training
 - b. electronic or paper copies of all service policies and procedures
 - c. information and support to develop processes for the effective maintenance, disposal and storage/display of records such as:
 - i. insurance documents
 - ii. accident records
 - iii. medication records
 - iv. attendance records
 - v. health and safety records (including medical management plans)
2. Support educators to incorporate planning and programming that reflects Windermere's Values & Behaviours and commitment to child safety
3. Provide access to training in the *Early Years Learning Framework* and *My Time, Our Place Framework for School Aged children*.
4. Windermere will ensure educators have access to training and information regarding their responsibilities and requirements under the National Quality Framework.



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5. Windermere will ensure educators have access to training and information regarding business development and marketing to support the running of a successful family day care service.
6. Windermere offers the provision of information, assistance and training via:
 - a. Facebook page
 - b. Educator bulletin
 - c. Educator support visits
 - d. The support it provides to educators in engaging in further study
 - e. In-service training and information sessions
 - f. Network meetings
 - g. Individual professional development plans
7. Support and assist educators to develop their own professional development plans including identification of strengths and training needs
8. Educators are responsible for completing ongoing essential training (for example: First Aid, Child Protection and Anaphylaxis and Asthma Management). Windermere will provide educators with details of approved RTO's in their area.

Educator's Commitment to Provision of Information and Training

1. Educators are encouraged to seek ways to build their professional knowledge and develop learning communities
2. Educators will undertake to meet all essential training requirements
 - a. First Aid
 - b. Child Protection
 - c. Anaphylaxis
 - d. Asthma Management and;
 - e. any internal training deemed necessary by Windermere.
3. Engage in a minimum of three relevant professional development training sessions per year (as per Educator Agreement).

Provision of Information, Support & Training to Educators in Remote Locations

1. Educators located in rural or remote areas will be provided with the same information, support and professional development opportunities as educators residing in more built-up areas. Distance will not impact the frequency of educator support visits and/or other support services.



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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 & Safety Act 2004

Related Policies & Links

- *Supervision* Procedure
- *Child Safety* Procedure