

ARMIDALE & DISTRICT FAMILY DAY CARE

EDUCATOR'S ASSISTANT ENGAGEMENT AND REGISTRATION POLICY

Related documentation Policy/policies: Regulation/s/ Law/Standards: Related procedures: References:	Recruitment of Educators, Excursions, Code of Conduct, Assist with Administration of First Aid and Child Protection Regulation 144 Education and Care Services National Regulations, NQS -Quality Areas 4 & 5, 7.1.2, 7.1.3, 7.1.5. All service procedures
Date effective	September 2015
Date for review	March 2017
Purpose	To ensure the safety and protection of all children in care and to provide Registered Educators with guidelines for using an authorised support person (assistant) in line with the National Education and Care Services Regulations.
Responsibility	Educator's assistants, Educators, Coordination Unit Staff.

Key information:

An Educator's Assistant is a person registered by Armidale & District Family Day Care and approved by families to assist a Registered Educator in providing education and care for enrolled children.

An approved Educator's Assistant is registered to a specific Educator.

They may provide relief education and care for up to 4 hours per week.

An Educator's Assistant may assist a Registered Educator by providing:

- Transport between the family day care residence or approved family day care venue and a school, other early education and care service, or the child's home.
- Education and care for children in emergency situations e.g. when the Registered Educator requires urgent medical care or treatment.
- Education and care for children when the Registered Educator needs to attend an appointment that cannot be scheduled out of care hours.
- General support with the program and routine or non-routine excursions.

Prior notice of the Educator's Assistant providing support must be given to families on each occasion with the exception of emergencies.

Policy:

To become an approved Educator's Assistant an applicant must:

- Have the written approval of families using the Educator's service.
- Be 18 years old (*Non-compliance with this Regulation could result in a penalty of \$1,000*)
- Complete an application form and undertake an interview with the Nominated Supervisor and the visiting Co-ordinator.
- Hold a current approved First Aid qualification (i.e. HLTAID 004 which includes approved Asthma and Anaphylaxis qualifications) (*Non-compliance with this Regulation could result in a penalty of \$2,000*)
- Agree to a Working with Children Check to determine they are a fit and proper person to be providing education and care for young children.
- Sign and abide by The Educator's Agreement.
- Agree to abide by the National Education and Care Services Regulations, the National Law, the National Standards and Service Policies and Procedures.
- Agree to undertake Child Protection training and to attend other relevant training hosted by Armidale and District Family Day Care Service from time to time.
- Be covered by Public Liability Insurance through either Family Day Care Australia or Marsh Advantage as a Relief Educator.
- Hold a current driver's licence and have access to an appropriately insured and registered vehicle. The vehicle should be fitted with approved car restraints that are checked annually by an Authorised Fitting Station.

Family Option:

Families have the option of removing their child/children from care for the period of care provided by an Educator's Assistant and in that case they will not be charged for that time.