

ARMIDALE & DISTRICT FAMILY DAY CARE

Keeping a Register of Family Day Care Educators Policy

Related documentation Policy/policies:	Related Policies: QA 2: Child Protection Policy, QA 4: Recruitment of Educators Policy and QA 7: Visitor's Policy
Regulation/s/ Standards:	Education and Care Services Law 2010- Section 269 Education and Care Services Regulation -153-157
Related procedures:	Deregistration of an Educator from the Register
References:	
Date effective	November 2016
Date for review	November 2018
Purpose	To ensure high quality care for children through the selection of appropriate educators and staff.
Responsibility/applies	Nominated Supervisor, Coordinators, Educators

Key information:

Educators and staff are selected in accordance with the criteria of the Education and Care Services National Regulation and Law and the Child Protection (Prohibited Employment) Act 1998.

Armidale & District Family Day Care welcomes the interest of applicants from diverse cultural and professional backgrounds.

All service partners are required to abide by the service's Code of Conduct.

Procedures:

Electronic Register and Hard Copy Register

A register of each Family Day Care Educator ,Educator's Assistant and Staff Member is kept at the service.

Information included on the Register:

- full name, address and date of birth of the Educator, Educator's Assistant or Staff Member
- contact details of the Educator, Educator's Assistant or Staff Member
- the address of the residence or venue that the Educator will be using to provide care or the Staff Member's home address.
- the date an Educator's registration commenced
- the date that an Educator's registration ceased
- the days and hours that an Educator's service will be provided
- evidence of any relevant qualifications held or being actively worked toward by the Educator or Staff Member

- evidence that the Educator or Staff Member has completed current approved First Aid training, asthma and anaphylaxis management training.
- evidence of any other training has been completed by the Educator or Staff Member.
- the Educator's, Educator's Assistant's, Adult Household Member's or Staff Member's current Working with Children Check number
- risk assessment documentation
- details of support provided
- details of complaints

This information will be kept for three years after registration/employment has ceased.

For Certified Supervisors, the number of their supervisor's certificate and the date it was granted will be added to the register.

The Register will also identify the current designated Educational Leader and the Nominated Supervisor.

The register will include information about other people who normally live at the residence:

- For people over the age of 18 years- their full name, date of birth and current Working with Children Check number.
- For children under 18 years- their full name and date of birth and their immunisation details
- If there is an Educator's Assistant approved for the residence.

*Adult visitors who stay with an Educator longer than 4 weeks will be required to apply for a Working with Children Check.

For each child educated and cared for by the Educator:

- The child's name, date of birth and days and hours they normally attend care.

When an Educator ceases to be registered with Armidale & District Family Day Care the following documents need to be returned to the office:

- documentation of child assessments made in the last three years
- evaluations of the educational program for the last three years
- incident, injury, trauma and illness records which are current
- medication records which are current
- children's attendance records which are current
- child Enrolment records which are current
- record of visitors to the service for the last three years
- any Service Resources
- the Registration Certificate
- Armidale & District Family Day Care resources and equipment need to be returned to the Coordination Unit by the termination date.
- Any personal belongings need to be returned to the parents of the children who have been in care by the termination date.

Keeping records up to date

The Coordination Unit will maintain a database with current information supplied by Educators.

Educator Suspension

Armidale & District Family Day Care reserves the right to breach and de-register an Educator in line with the De-Registration Policy if the Educator does not comply with National Regulations, Law, Standards or Service Policies.

An Educator may be given notice from the Regulatory Authority to suspend their education and care service if:

The approved provider is not complying with any provision of the Education and Care Services National Law Act 2010 or there is a risk to the health, safety, or well-being of children in care.

Educators can appeal suspension (refer to the De-registration Procedure and the Complaints Handling Policy)

Staff Discipline

Staff breaches of the service's Code of Conduct, National Regulations, Law or Standards will be dealt with by Armidale & District Family Day Care's Board of Directors.