

ARMIDALE & DISTRICT FAMILY DAY CARE

Recruitment of Educators Policy

<p>Related documentation Policy/policies:</p> <p>Regulation/s/ Standards:</p> <p>Related procedures:</p> <p>References:</p>	<p>Assessment, Approval and Re-assessment of Educator’s Premises, Code of Conduct, Child Protection, Interactions with Children</p> <p>Regulations 77-124 (116 & 119), 127, 136 NQS 1.1.3, 2.1, 2.3, 2.3.1 3.1, 3.2.1,, 4.2,4.2.2, 5.2.3, 6.1, 7.1.5, 7.2.2.</p> <p>All service procedures</p> <p>Work, Health and Safety Act and Legislation 2011 The Early Years Learning Framework My Time Our Place (School Aged Framework) Staying Healthy in Child Care 5th Edition Armidale & District Family Day Care Policies Directives from the Board of Management AFDC</p>
Date effective	March 2016
Date for review	March 2018
Purpose	To establish guidelines for recruiting Educators who are enthusiastic advocates for young children, who have a strong sense of professional responsibility and who are able to meet and maintain standards expected by families, Armidale & District Family Day Care and the Regulatory Authority.
Responsibility	Educator’s (Full time and Relief), Educator Assistants.

Key information:

Educators are an integral part of the Service. They are self-employed business people responsible for their own business practices who work in collaboration with Armidale & District Family Day Care, the approved care provider, to ensure that the National Regulations, Standards and Service Policies are upheld.

Essential requirements:

- A genuine interest in young children, their learning and development.

- Knowledge, experience and/or training in the early childhood field.
- Willingness to undertake formal training (if untrained) and, once qualified, to commit to ongoing training to build professional skills and knowledge.
- A professional attitude and strong commitment to providing high quality care.
- Good physical health and agility, maturity and emotional stability.
- Good communication skills with both adults and children.
- A level of awareness and sensitivity toward the diverse needs of young children and their families. Respect for a range of cultures, religions and abilities.

Educators must be at least 18 years old

Application process and conditions:

Prospective Educators need to:

- Commit to a process of induction and orientation which includes an interview with the Nominated Supervisor/ Service Co-ordinator, attendance at required information sessions, visits to two registered Educators' services and a visit to the Service Playsession.
- Provide proof of identity and their residing address.
- Provide the contact details for two referees.
- Complete an application form and Educator's Agreement.
- Apply for a Working With Children Check through the Office of the Children's Guardian www.kidsguardian.nsw.gov.au . *All Adult Household Members are required to also apply for a Working With Children Check. Armidale & District Family Day Care must verify these checks as part of Registration.*
- Complete an ACECQA recognised First Aid Qualification (HLTAID004 is recommended as this incorporates Asthma and Anaphylaxis training).
- Complete a Workplace Safety Evaluation Check of their home and care environment with an AFDC Coordinator to ensure it meets both National Regulations and Standards.
- Complete training in Child Protection as part of their formal qualifications (if untrained) or update awareness of current Child Protection responsibilities if previously trained.
- Be prepared to collaborate with the service and their assigned Coordinator. Visits may be either announced or unannounced during normal working hours.
- Attend at least 8 hours of professional development training sessions/webinars per calendar year.
- Be prepared to work at least three days per week.
- Arrange comprehensive insurance for their Service prior to registration.
- Apply for an ABN

- Have car seats and anchor points checked by an Authorised Fitting Station if intending to provide transport.

An application may be rejected for reasons that include, but are not limited by the following:

- An unsatisfactory Working With Children Check for the applicant or an Adult Household Member;
- Deemed unsatisfactory character of the applicant or an Adult Household Member;
- Unavailable or unfavourable references;
- An unsatisfactory Workplace Safety Evaluation Check of the applicant's home or venue
- Inability to demonstrate the capacity to supervise children adequately.
- Refusal by the prospective Educator to comply with obligations determined by the National Regulations, Standards or the Service.

All newly registered Educators will have three months' probation. If deemed unsuitable their registration will not be renewed.

If a prospective Educator disagrees with Armidale & District Family Day Care's decision in this situation they may lodge a written appeal with the Board of Directors stating the reasons for the appeal.