

## ARMIDALE & DISTRICT FAMILY DAY CARE

### Recruitment of Educators Policy

<p><b>Related documentation</b></p> <p><b>Policy/policies:</b></p> <p><b>Regulation/s/ Standards:</b></p> <p><b>Related procedures:</b></p> <p><b>References:</b></p>	<p>Assessment, Approval and Re-assessment of Educator’s Premises, Code of Conduct, Child Protection, Interactions with Children Educator’s Assistant</p> <p>Regulations 77-124, 127, 136 (3), 143 A &amp; 143 B, 155, 159- 165, 166, 170 7 171, 173- 185</p> <p>NQS 1.1.3, 2.1, 2.2, 2.2.1, 3.1, 3.2.1, 4.2,4.2.2, 5.1.2, 5.2.1,5.2.2, 6.1, 7.1, 7.1.5, 7.2.3.</p> <p>All service procedures</p> <p>Work, Health and Safety Act and Legislation 2011</p> <p>The Early Years Learning Framework</p> <p>My Time Our Place (School Aged Framework)</p> <p>Staying Healthy in Child Care 5<sup>th</sup> Edition</p> <p>Armidale &amp; District Family Day Care Policies</p> <p>Directives from AFDC Board of Management, The Educator /AFDC Agreement</p>
<b>Date effective</b>	March 2018
<b>Date for review</b>	March 2020
<b>Purpose</b>	To establish guidelines for recruiting high quality Family Day Care 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.
<b>Responsibility</b>	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 compliance and practices, who work in collaboration with Armidale & District Family Day Care, the approved care provider, to ensure that the National Regulations, Law and Standards are upheld along with Service Policies and Procedures.

Whilst Armidale and District Family Day Care's recruitment process supports the principles of equal opportunity, applicants must meet essential requirements, detailed in this policy, in order for their registration application to progress.

#### **Essential requirements:**

- A genuine interest in and respect for young children, their learning, development and capabilities.
- Qualifications and experience in the early childhood field or willingness to undertake formal qualifications (if untrained).
- Ongoing commitment to professional development to build skills and knowledge.
- A professional attitude and strong commitment to working in partnership with Armidale & District Family Day Care to ensure the provision of high quality care.
- Good physical health and agility, maturity and emotional stability.
- Good communication skills with both adults and children.
- Good organisational skills.
- Awareness and sensitivity toward the diverse needs of young children and their families. Respect for the broad range of cultures, religions and abilities within our communities.

#### **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 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](http://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 before Registration.*
- Apply for a National Police Check through [www.police.nsw.gov.au](http://www.police.nsw.gov.au) and a PRODA ID (provider digital access ID) through the Department of Human Services [www.humanservices.gov.au](http://www.humanservices.gov.au)
- 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. *Educators must commit to daily inspection and maintenance of their home and care environment as part of their professional responsibility.*

- 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 on the understanding that visits may be either announced or unannounced during normal working hours, and that the partnership relies on regular feedback and input.
- 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 and supply annual Risk Assessments for all routine excursion venues and Risk Assessments for non- routine venues as required.
- Supply a current medical certificate if they have an ongoing medical or health condition.

**An application for registration 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.

**If a prospective Educator's application is denied on the basis that essential requirements are not met, they may lodge a written appeal with Armidale & District Family Day Care's Board of Directors.**

**Educators are registered on the understanding that their service practices will be reviewed after a period of three months. If their practices do not meet the required standard, their registration may be terminated. Educators in this situation, may lodge a written appeal with Armidale & District Family Day Care's Board of Directors.**