

TITLE**RELIEF CARE PROCEDURE**

Related documentation	
Policy/policies:	Educational program and practice, All policies related to children’s health and safety (QA2) Home Visit, Recruitment of Educators, Interactions with Children Authorisations and Refusals, Social Media, Code of Conduct
Regulation/s/ Standards:	National Regulations 119,144,154 NQS 4.1.2, 7.1.3
Other procedures:	Flexitime Work health and safety (Educators)
References:	Education and Care Service Law Act 2010 Education and Care Services National Regulation Work Health and Safety Act 2011
Date effective	August 2019
Date for review	August 2021
Purpose	To provide guidelines for the provision of relief care by registered Relief Educators in Family Day Care residences.
Responsibility	Primary Educators, Relief Educators, Nominated Supervisor, Business Manager and Educational Leader.

Key information:

- A Primary Educator can engage an approved Relief Care Educator to cover their appointments or periods of leave.
- Approved Relief Educators are registered with Armidale and District Family Day Care under the same conditions as Primary Educators and their registration is reviewed every 12 months.
- A Relief Educator has an obligation to comply with the National Regulations, the National Law, the National Standard and with the Service’s policies and procedures.
- Written permission must be obtained from each Parent/Guardian prior to a child being placed in the care of a Relief Educator (*Relief Care Authorisation form*).
- Parents are not obliged to accept a Relief Care arrangement. They may choose to find alternative private care, in which case they will not be liable to pay fees. Parents may also ask AFDC to find an alternative Primary Educator for the relief care period.
- The Relief Educator may care for their own children while providing relief care as long as Educator/Child ratios are maintained.

- The Primary Educator's own children may be cared for by the Relief Educator providing the children have been enrolled with the service and Educator/Child ratios are maintained.
- The Primary Educator may charge a fair and equitable premise usage fee (to be agreed to prior to relief care commencing) taking into account:
- Electricity, gas, water, telephone calls, use of toys and equipment, use of the laundry, paper towel and cleaning products, children's meals and consumables such as paint and craft items.
- Any breakages, equipment failure or damage which occurs during the relief care period should be reported to the Primary Educator. An agreement should be reached as to who will bear responsibility for damage to the premises/equipment prior to the relief care period commencing.
- Armidale and District Family Day Care Staff shall not be responsible for, or enter into, any dispute arising between the Primary Educator and the Relief Educator regarding payment for relief care services provided or not provided, or any cancellation of care arrangements.

A Relief Educator must:

- be over the age of 18 years.
- hold a current First Aid, Asthma and Anaphylaxis Certificate.
- have a current Working with Children Check (WWCC).
- have a current National Police Check.
- have completed Certificate III in Child Studies or be actively working toward that qualification.
- provide Armidale & District Family Day Care with copies of certificates and documents related to qualifications and clearances.
- have completed a recognised Child Protection Awareness course.
- have experience working with children and families in an Early Childhood Education and Care setting.
- have their own appropriate public liability insurance (if providing relief care for more than one Primary Educator).
- have their own ABN.
- sign and abide by an Educator Agreement with Armidale & District Family Day Care.
- meet the families and children attending the Primary Educator's service prior to care being provided.

Procedure/s:

The relief educator will:

- adopt the fee schedule of the Primary Educator and collect the parent portion of the fee from the Primary Educator after receiving each payment advice.
- display their Certificate of Registration and other required documentation in the education and care residence/venue at all times during the relief care period
- supply and submit their own attendance record sheets/ complete electronic records.
- ensure the parent or an authorised person signs the attendance record on arrival and departure from the education and care residence or venue each day
- receipt any payments made by parents
- be responsible for maintaining Work Health and Safety standards within the education and care residence and will complete a Daily Safety Check each day.
- undertake only those tasks normally associated with the provision of a quality education and care service.
- implement the provided program for short term relief care or plan and implement their own program for longer term relief care.
- complete program evaluations, and any other necessary paperwork
- only transport children in his/her vehicle if:
 - a) a parent / guardian of the child has signed a consent form
 - b) the vehicle has had it's anchor points and seats inspected by an Authorised Inspection Station.
 - c) the certification for this inspection has been supplied to AFDC.
 - d) the Relief Educator has provided AFDC with evidence of a current drivers' license and car registration details
 - e) the Relief Educator has completed risk assessments for each excursion venue and supplied that documentation to Armidale & District Family Day Care.

The Primary Educator will:

- contact AFDC for the contact details of Relief Educators.
- contact Relief Educators to check their availability and discuss requirements.
- notify AFDC of the relief care agreement.
- obtain written parental consent (*Relief Care Authorisation Form*) for each child who will be in care during the education and care period for which relief is being sought.
- arrange a 'meet and greet' time for families with the Relief Educator.
- discuss any special requirements and provide instructions related to e.g. answering the phone, cleaning tasks (washing up, mopping floors), designated play areas in the residence.

- complete a program for the Relief Educator to implement if the relief care is short term.

The Primary Educator will inform the Relief Educator of:

- a) The location of the first aid kit.
- b) The location of fire protection equipment and the evacuation plan.
- c) Emergency contact details including the Primary Educators number.
- d) The location of parent / emergency contact numbers.
- e) Individual child details including allergies, special requirements, belongings.
- f) Daily routines and program.
- g) The location of all required equipment and resources.
- h) Any business requirements including collection of fees if required.
- j) Their current fee schedule.

AFDC Staff will:

- assist Families in arranging suitable relief care arrangements that suit their individual needs.
- provide support for both Primary Educator and Relief Educator where needed.
- provide copies of the Relief Care Procedure and a contract to all parties.
- conduct regular visits during longer periods of relief care.

Parents who are satisfied with the Relief Care arrangement need to:

- sign a *Relief Care Authorisation* form
- advise the Primary Educator of their required care hours before the Relief Educator commences and pay appropriate fees for these contracted hours.
- complete attendance records for their child during the relief care period.