

## ARMIDALE & DISTRICT FAMILY DAY CARE

### Keeping a Register of Family Day Care Educators Policy

<b>Related documentation Policy/policies:</b>	Related Policies: QA 2: Child Protection Policy, QA 6 & 7 : Code of Conduct ,QA 4: Recruitment of Educators Policy and QA 7: Visitor's Policy
<b>Regulation/s/ Standards:</b>	Education and Care Services Law - Section 269 Education and Care Services Regulation - 153, 154 NQS 4.2.2
<b>Related procedures:</b>	Deregistration of an Educator from the Register
<b>References:</b>	"Recruiting High Quality Educators" FDC Association of Queensland March 2014
<b>Date effective</b>	April 2021
<b>Date for review</b>	April 2023
<b>Purpose</b>	To ensure high quality care for children through the selection of appropriate educators and staff.
<b>Responsibility/applies</b>	Nominated Supervisor, Coordinators, Educators, Relief Educators

#### **Key information:**

Educators and staff are selected in accordance with the criteria of the Education and Care Services National Regulation and Law, National Quality Standard 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 , Relief 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, Relief Educator, Educator's Assistant or Staff Member
- contact details of the Educator, Relief 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, Relief Educator, Educator's Assistant or Staff Member has completed current approved First Aid/asthma and anaphylaxis management training.
- evidence of any other training has been completed by the Educator, Relief Educator or Staff Member.
- the Educator's, Relief Educator's, Educator's Assistant's, Adult Household Member's or Staff Member's current Working with Children Check number
- evidence of the Educator's, Relief Educator's and Staff Member's National Police Checks
- risk assessment documentation
- details of support provided
- details of complaints

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

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 AFDC resources and equipment (*by the termination date*)
- their Registration Certificate
- Any personal belongings of the children who have been in care need to be returned to the parents 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/or 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 or if 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.