

## ARMIDALE & DISTRICT FAMILY DAY CARE

### Recruitment of Educators Policy

<p><b>Related documentation 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 &amp; 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; b), 155, 159 -165, 166, 170,171,173 – 185. NQS 1.1.3,2.1,2.2,3.1,3.2,4.2, 5.1, 5.2,6.1, 7.1, 7.2.</p> <p>All AFDC Policies and procedures</p> <p>Work, Health &amp; Safety Act &amp; Regulation, 2011; Early Years Learning Framework; My Time Our Place; AFDC Policy Portfolio; AFDC Educator Agreement.</p>
<b>Date effective</b>	August 2020
<b>Date for review</b>	August 2022
<b>Purpose</b>	To ensure that AFDC recruits high quality, appropriately skilled Educators with a strong sense of professional responsibility who will provide quality education and care for children in accordance with the Regulations, law and National Quality Standards.
<b>Responsibility</b>	AFDC Board of Directors and management

#### **Key information:**

Armidale & District Family Day Care (AFDC) recruitment process supports the principles of equal opportunity whilst ensuring that all prospective Educators meet AFDC’s essential requirements, as outlined in this policy, in order to be registered with our service.

Educators are integral partners within Armidale & District Family Day Care, working in collaboration with the service, as approved provider. As self-employed business operators, Educators are responsible for ensuring compliance with all service policies and procedures, the National Law, Regulations and the National Quality Standards.

Once AFDC is advised of the occurrence of infectious disease, we will comply with Education and Care Services National Regulation 88 and notify families of the occurrence.

## Essential Selection Criteria

Potential Educators must:

- Be 18 years of age or older;
- Have a genuine interest in and respect for young children and their capabilities, their learning and development;
- Have qualifications in early childhood education and care or be willing to undertake formal qualifications and successfully complete three modules of Certificate III in Child Care prior to registration;
- Have an ongoing commitment to building their skills and knowledge through professional development;
- Have a professional attitude and a strong commitment to the National Quality Standards and to working in partnership with AFDC to ensure quality experiences for all children;
- Be of sound physical health and agility, maturity and emotional stability;
- Have good communication skills with both adults and children;
- Possess good organisational skills;
- Have an awareness and sensitivity to the diverse needs of young children and their families;
- Have respect for the broad range of cultures, beliefs and abilities that exist within our community.

## Application Process

Prospective Educators must:

- Complete a written Application Form in AFDC's format to the Nominated Supervisor;
- Commit to AFDC's induction process, as detailed below, commencing with an interview with AFDC's Nominated Supervisor;
- Provide proof of identity and their residential address;
- Provide AFDC with the contact details of two referees;
- Apply for a Working With Children Check through the Office of the Children's Guardian and ensure that all adult household members of the Educator's residence also apply for Working With Children Checks; *(AFDC must verify these Working With Children's Checks prior to registration being granted)*;
- Apply for a National Police Check;
- Apply for PRODA (*provider digital access*) through the department of Human Services;
- Hold ACECQA recognized First Aid Qualifications incorporating Asthma and Anaphylaxis training (*HLTAID004 is recommended*);

- Complete a Workplace Safety Evaluation Check of their home and environment with the Nominated Supervisor to ensure that it meets National Regulations and AFDC standards;
- Complete Child Protection training (if untrained) or update awareness of current Child Protection responsibilities if previously trained;
- Supply a certificate from a medical practitioner if the Educator has identified and ongoing medical conditions;
- Be prepared to provide care for a minimum of three days per week;
- Hold an ABN (*Australian Business Number*);
- Hold appropriate Public Liability Insurance to the value of at least \$10,000,000 prior to registration;
- Have car seats and anchor points checked by a licenced fitting station if intending to transport children.

***Educators' initial registration is for a probationary period of six months. AFDC reserves the right to terminate an Educator's registration at the end of this period if their practices do not meet the requirements of the Law, Regulations and AFDC policies. Educators whose registration is terminated may lodge a written appeal which will be considered by AFDC's Board of Directors, the approved Provider; the decision of the Approved Provider will be final.***

#### **Ongoing Conditions of Registration with AFDC:**

All AFDC Educators are required to:

- Understand that visits by AFDC's Nominated Supervisor and/or their designated Coordinator may occur on an announced or unannounced basis during the Educator's normal working hours and that Workplace Safety Self - Evaluation Check will be conducted annually;
- Commit to a partnership with AFDC, where collaboration is reliant upon honest input and feedback;
- Attend at least 8 hours of professional development training per year (*these include webinars and online training*);
- Renew Public Liability Insurance annually;
- Renew National Police Check and Working with Children Check in line with Regulatory requirements (*as advised by AFDC*);
- Have car seats and anchor points checked annually by a licenced fitting station if intending to transport children;
- Renew ACECQA recognised First Aid Qualifications in accordance with course requirements;
- Have fire and safety equipment checked by an authorised agent six monthly.

### **Rejection of Application for Registration as an Educator:**

An application for registration may be rejected for reasons that include, but are not limited to:

- An unsatisfactory Working With Children Check for the applicant or an adult household member;
- An unsatisfactory National Police Check;
- The deemed unsatisfactory character of the applicant;
- Unavailable or unfavourable references;
- The unsatisfactory Workplace Safety Evaluation Check of the prospective Educator's premises;
- The prospective Educator's deemed inability to demonstrate the capacity to adequately operate under the National Quality Standards), or
- The refusal of the prospective Educator to comply with the obligations of a Family Day Care Educator as determined by the national Law, Regulations and the National Quality Standards.

***Where a prospective Educator is denied registration on the basis of any of the above grounds, they may lodge a written appeal which will be considered by AFDC's Board of Directors, the approved Provider; the decision of the Approved Provider will be final.***