

<b>TITLE</b>	<b>RELIEF CARE PROCEDURE</b>
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<b>Related documentation Policy/policies:</b>	Educational Program and Practice, Home Visit; Recruitment of Educators, Interactions with Children, Authorisations and Refusal, Code of Conduct, Child Protection.
<b>Regulation/s/ Standards:</b>	Education and Care Service Law Act 2010; Education and Care Services National Regulation 2011; National Quality Area 7.1.
<b>Procedures:</b>	Flexitime, Work, Health & Safety (Educators).
<b>References:</b>	ECA Code of Ethics; Dept. of Education Child Care Services Provider Handbook, 2022.
<b>Date effective</b>	February 2023
<b>Date for review</b>	February 2025
<b>Purpose</b>	Armidale Family Day Care (AFDC) aims to register Relief Educators in order to offer relief education and care to families in a primary Educator’s environment when a primary Educator closes their service.
<b>Responsibility</b>	Board of Directors, Management, Primary Educators and Relief Educators.

**Key information:**

AFDC may register approved Relief Educators in Armidale Family Day Care to provide access to consistent education and care to families and children during periods of a Primary Educator’s leave.

Prior to registration, prospective Relief Educators must undertake AFDC’s comprehensive induction process in the same manner as primary Educators.

The Relief Educator has an obligation to comply with the National Regulations, the National Law, National Standards and all the Service’s policies and procedures.

**Relief Educator Requirements**

A Relief Educator must:

- Be over 18 years of age,
- Hold a current Working with Children Check,
- Have a National Police Check,
- Hold a current First Aid Qualification HLTAID012,
- Have completed a minimum of Certificate III in children’s Services or be actively working toward that qualification,
- Have completed the following recognised courses,

- Child Protection Training, and
- Safe Sleep Training,
- Have experience working with children and families in an early childhood setting,
- Have an Australian Business Number & a Tax File Number.

### **Responsibilities of Primary Educators**

The primary Educator:

- must seek authorisation from the Nominated Supervisor of AFDC prior to entering into a Relief Care agreement with an approved Relief Educator,
- must advise families upon enrolment, or at the time a relief care arrangement commences, of their intention to use the services of an approved Relief Educator,
- must obtain written parental consent for each child who will be in care during the education and care period for which relief care is being sought,
- must arrange for families to meet with the relief Educator prior to the commencement of the relief care arrangement,
- submit signed Parent Consent Forms to the Nominated Supervisor for each child using relief care to the Nominated supervisor prior to the relief care commencing,
- must ensure that the approved relief Educator has comprehensive information about the primary Educator's service, including emergency evacuation procedures,
- must provide the relief Educator with information detailed in Appendix A, and
- may charge a fair and equitable fee to the approved Relief Educator, including seeking compensation for any breakages, damage etc.

### **Responsibilities of approved Relief Educators**

The approved relief Educator:

- may care for their own children while providing relief care as long as Educator/Child ratios are maintained,
- must adopt the fee schedule of the Primary Educator,
- must submit Session reports fortnightly in accordance with AFDC's operating guidelines,
- must display their Certificate of Registration and other required documentation in the education and care residence at all times during the relief care period,
- must complete a Daily Safety Check and be responsible for maintaining Work Health and Safety standards within the education and care residence,
- must sign and abide by an 'Educator Agreement' with Armidale & District Family Day Care,
- must meet the families and children attending the Primary Educator's prior to care being provided,
- must undertake only those tasks normally associated with the provision of a quality education and care service,

- may only transport children in accordance with AFDC's Excursion Policy, including:
  - ensuring a parent / guardian of the child has signed a consent form,
  - the vehicle has had it's anchor points and seats inspected by an Authorised Inspection Station,
  - the certification for this inspection has been supplied to Armidale Family Day Care,
  - the Relief Educator has provided AFDC with evidence of a current Drivers' License and car registration details and
  - the Relief Educator has completed risk assessments for each excursion venue and supplied that documentation to Armidale & District Family Day Care.

#### **Responsibilities of Armidale Family Day Care:**

- To recruit, induct and register Relief Educators as the need is identified and suitable candidates become available,
- To assist Educators and Families by arranging suitable relief care arrangements that suit their individual needs.
- To provide support for both Primary Educator and Relief Educator,
- To provide copies of this Relief Care Procedure to all partners, and
- To conduct regular home visits during periods of relief care.

#### **Parents and guardians who agree to enter into a Relief Care arrangement need must:**

- sign a Relief Care Authorisation form,
- advise the Primary Educator of their required care hours before the Relief Educator commences,
- complete attendance records for their child during the relief care period,
- sign weekly session reports at the end of the care week, and
- pay appropriate gap fees on receipt of invoice.

#### **Disclaimers**

Armidale Family Day Care Staff shall not enter into any dispute arising between the Primary Educator and the Relief Educator regarding payment for relief care services provided or not provided,, cancellation of care arrangements or breakages or damages which may occur within the Primary Educator's service.

#### **Appendix A – Information which must be provided by the Primary Educator to the Relief Educator:**

- Location of First Aid Kits,
- Location of Fire Equipment,
- Details of the Primary Educator's Emergency Evacuation Plan,
- Emergency contact details for the Primary Educator

- Emergency contact and authorisation information for all families whose children will be using relief care,
- Individual child details, including allergies and medical conditions,
- Daily routines and programmes,
- AFDC's Safe Sleep Procedure,
- The location of all required equipment and resources, and
- Their current Fee Schedule.