

## ARMIDALE & DISTRICT FAMILY DAY CARE

### EDUCATOR'S ASSISTANT ENGAGEMENT AND REGISTRATION POLICY

<b>Related documentation</b> <b>Policy/policies:</b>	Recruitment of Educators, Excursions, Code of Conduct, Assist with Administration of First Aid and Child Protection
<b>Regulation/s/ Law/Standards:</b>	Regulation 144 Education and Care Services National Regulations, NQS -Quality Areas 4 & 5, 7.1.2, 7.1.3
<b>Related procedures:</b>	All service procedures
<b>References:</b>	Education & Care Services National Regulation (Reg 144) ACECQA – National Quality Framework 2017 (Requirements for Family Day Care Educators)
<b>Date effective</b>	April 2022
<b>Date for review</b>	April 2024
<b>Purpose</b>	To ensure the safety and protection of all children in attending AFDC services and to provide AFDC's Registered Educators with guidelines for using an Authorised support person (assistant) in line with the National Education and Care Services Regulations.
<b>Responsibility</b>	Educator's assistants, Educators, Coordination Unit Staff.

#### Key information:

An Educator's Assistant is a person registered by Armidale & District Family Day Care and approved by families to assist a Registered Educator in providing education and care for enrolled children.

An approved Educator's Assistant is registered to a specific Educator.

An Educator's Assistant may assist a Registered Educator by providing:

- Transport between the family day care residence or approved family day care venue and a school, other early education and care service, or the child's home.
- Education and care for children in emergency situations e.g. when the Registered Educator requires urgent medical care or treatment.
- Education and care for children when the Registered Educator needs to attend an appointment in unforeseen or exceptional circumstances (if the Educator will be absent less than four hours).
- General support with the program and routine or non-routine excursions while the Educator is present and supervising.

Prior notice of the Educator's Assistant providing support must be given to families on each occasion with the exception of emergencies.

### **Policy:**

#### **To become an approved Educator's Assistant an applicant must:**

- Have the written approval of families using the Educator's service.
- Be 18 years old (*Non-compliance with this Regulation could result in a penalty of \$1,000*)
- Complete an application form and undertake an interview with the Nominated Supervisor.
- Educator Assistant must hold, or be working towards an Early Childhood Education and Care qualification.
- Hold a current approved First Aid qualification (i.e. HLTAID 012 which includes approved CPR, Asthma and Anaphylaxis qualification) (*Non-compliance with this Regulation could result in a penalty of \$2,000*)
- Agree to a Working with Children Check to determine they are a fit and proper person to be providing education and care for young children.
- Agree to a Police Check that is valid for 3 years from initial application.
- Sign and abide by The Educator's Agreement.
- Agree to abide by the National Education and Care Services Regulations, the National Law, the National Standard and AFDC Service Policies and Procedures.
- Agree to undertake Child Protection training and to attend other relevant training hosted by Armidale and District Family Day Care Service from time to time.
- Be covered by Public Liability Insurance through registered Family Day Care insurance provider.
- If Educator Assistant wishes to transport children, Educator assistant must hold a current driver's licence and have access to an appropriately insured and registered vehicle. The vehicle should be fitted with approved car restraints that are checked annually by an Authorised Fitting Station.

#### **Family Option:**

Families have the option of removing their child/children from care for the period of care provided by an Educator's Assistant, in the event of an unforeseen or exceptional appointment for the Registered Educator, and in that case families will not be charged for that time.