

ARMIDALE FAMILY DAY CARE

RELIEF CARE PROCEDURE

Related documentation Policy/policies:	Educational Program and Practice; Home Visit; Recruitment of Educators, Interactions with Children, Authorisations and Refusals; Code of Conduct; Child Protection.
Regulation/s/ Standards:	Education and Care Service Law Act 2010; Education and Care Services National Regulation 2011; National Quality Area 7.1.
Procedures:	Flexitime; Work, Health & Safety (Educators).
References:	ECA Code of Ethics; Dept. of Education Child Care Services Provider Handbook, 2022.
Date effective	February 2025
Date for review	February 2028
Purpose	Armidale Family Day Care (AFDC) aims to offer relief education and care to families in a primary Educator's environment when a primary Educator closes their service.
Responsibility	Board of Directors, Management, Nominated Supervisor, Primary Educators and Relief Educators.

Key information:

AFDC may choose to register approved Relief Educators in Armidale Family Day Care to endeavour 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;

- 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,
- sign and abide by an 'Educator Agreement' with Armidale & District Family Day Care, and
- meet the families and children attending the Primary Educator's prior to care being provided.

Rights and Responsibilities of Families

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 Educators 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.

Procedures

The relief educator will:

- adopt the fee schedule of the Primary Educator
- 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
- 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

- be responsible for maintaining Work Health and Safety standards within the education and care residence or venue 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 Relief Educator has provided AFDC with evidence of a current drivers license and car registration details
 - c) 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/venue.
- 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 period's 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
- complete attendance records for their child during the relief care period.