

## ARMIDALE & DISTRICT FAMILY DAY CARE

### POLICY FOR THE PROVISION OF CARE BY EDUCATOR ASSISTANTS

<b>Related documentation</b> <b>Policy/policies:</b> <b>Regulation/s/ Law/Standards:</b>	All AFDC Policies  Section 164 (1) and (2) Law, Regulation 144, NQS-Quality Areas 1,2,3,4,5,6,7.
<b>Related procedures:</b>	All AFDC procedures
<b>References:</b>	ACECQA
<b>Date effective</b>	November 2025
<b>Date for review</b>	November 2028
<b>Purpose</b>	To support Primary Educators by providing emergency education and care for children of Primary Educators in the case of emergencies.
<b>Responsibility</b>	Approved Provider, Management, Nominated Supervisors, Coordinators, Educators, Educator Assistants and families

#### Key information:

An Educator's Assistant in AFDC is a Nominated Supervisor or Coordinator, holding appropriate qualifications and training, who is also registered as an Educator with Armidale Family Day Care.

#### Definition

For the purposes of section 164 (1) and (2) of the Law, a person other than a Family Day Care Educator may educate and care for a child as part of a Family Day Care service if –

- (a) The person is a Family Day Care Educator Assistant approved under subregulation (2), and
- (b) The person provides education and care under subregulation (2).

#### Roles and Responsibilities

#### Approval of Educator Assistants

The Approved Provider may approve a person who is a Nominated Supervisor or Coordinator as an Educator Assistant to assist a Family Day Care Educator in providing education and care to children as part of the Family Day Care Service.

The Approved Provider of AFDC:

- May not approve a person as a Family Day Care Educator Assistant unless the Family Day Care Educator provides the written consent of a parent of each child being educated and cared for by the Educator for the use of the Family Day Care Educator Assistant.
- Must ensure that written consent is received from each child's parent for the AFDC Educator Assistant to assist the AFDC educator in the circumstances detailed on Regulation 144.
- Must maintain a Register of AFDC Assistant Educators.
- Must ensure that copies of the Policy are readily accessible to Nominated Supervisors, Coordinators, Educators and Educator Assistants and are available for inspection.

- Must notify parents at least 14 days before changing this policy if the changes will:
  - Affect the fees charged or the way they are collected,
  - Significantly impact the service's education and care of children, or
  - Significantly impact the family's ability to utilise the service.

#### Nominated Supervisors:

- Must ensure that regulatory responsibilities are met at all times.
- Must ensure that Coordinators are aware of the practices that align with this Policy.
- Must ensure that written consent is received from each child's parent for the AFDC Educator Assistant to assist the AFDC educator in the circumstances detailed on Regulation 144.
- Must inform other Nominated Supervisors and Coordinators acting in the role of Assistant Educators of their responsibilities.
- Support Educator Assistants to meet their responsibilities.

#### AFDC Educators:

- Must be aware of regulatory requirements.
- Must support Educator Assistants to meet their requirements.
- Must ensure that Educator Assistants only provide assistance in the circumstances detailed in Regulation 144.
- Must obtain written consent from the parent of each child being educated and cared for by the Educator to the use of the Family Day Care Educator Assistant.
- Must inform the Educator Assistant 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, and
  - g) The location of all required equipment and resources.

#### Educator Assistants

- Must be a Nominated Supervisor or Coordinator of Armidale Family Day Care.
- Must have the written approval of parents of children using the primary Educators service.
- To be 18 years or over.
- Must hold:
  - An appropriate early childhood qualification.
  - A current approved first aid qualification, and
  - A Working with Children Check determining that they are a fit and proper person to be providing early childhood education and care to young children.
- Must hold a police check that is valid for 5 years from initial application.
- Must abide by the National Education and Care Services Regulation, the National Law, the National Standard and AFDC policies and procedures.
- Must hold appropriate Child Protection qualifications.
- Are covered by AFDC's Public Liability Insurance Policy.
- Must ensure that families have indicated whether they give permission for digital photographs and videos to be taken by the Educator or Coordination Unit when completing the enrolment form.

- If capturing images of children in care, must ensure that families are informed of the purpose for which it is intended that images or videos may be used.
- Must be mindful when taking photographs. Photos should focus on the activities and learning experiences the children are engaged in, rather than simply capturing individual images of the children. Whenever possible, Educator Assistants should aim to take photos that do not include the children's faces.
- Educator Assistants who use a cloud-based system to store photos must ensure their device is properly configured so that no other individuals with access to the cloud can view or obtain these photos.
- Must refrain from distributing photos to children to families other than their own.
- Must involve children in making decisions about their images and explain consent and privacy in an age-appropriate way.
- Must regularly review photos and videos within their electronic devices and delete images that they no longer need stored.
- Must ensure that children's personal data, including family name, age or identifying details are not attached to the image or published.
- Must ensure that photographs, videos or recordings of children are securely stored on a password protected device, and disposed of when the child is no longer enrolled in their service.
- When disposing of photos and videos, must ensure complete destruction—such as cross-cut shredding printed copies and permanently deleting digital files, including emptying recycle bins and removing from cloud storage.
- Must ensure that children do not use personal electronic devices while in the care environment; this includes phones, iPad's, tablets and smart watches that can take photos or record videos.
- When Educator Assistants are inviting children to take photos or videos with cameras or other devices to support their learning, children should be encouraged to take images of inanimate objects and not other children's faces.
- If the Educator Assistant is transporting children, to:
  - a) Hold a current driver's licence,
  - b) Have access to an appropriately insured and registered vehicle with adequate child restraints, and
  - c) Have agreed to abide by AFDC's Staff Driving Policy.

#### Families

- To provide written consent for AFDC Educator assistants to assist AFDC Educators in the circumstances detailed in Regulation 144
- To inform the AFDC Educator or Coordination Unit of any concerns about an AFDC Educator Assistant or child in relation to the provision of education and care at the service
- Must ensure that they do not take photos on their personal devices when in the care environment.
- Must ensure that children do not bring personal electronic devices into the care environment; this includes phones, iPad's, tablets and smart watches that can take photos or record videos.

## Procedures

The AFDC Educator Assistant may assist the AFDC Educator:

- (a) In the absence of the Family Day care Educator, to transport or escort a child between the family day care residence and
  - (i) a school,
  - (ii) another education and care service or children's service, or
  - (iii) the child's home, or
- (b) in the absence of the Family Day care Educator, in emergency situations, including when the primary Educator requires urgent medical care or treatment; or
- (c) in the absence of the Family Day care Educator; to enable the Educator to attend an appointment (other than a regular appointment) in unforeseen or exceptional circumstances if –
  - (i) The absence is for less than four hours; and
  - (ii) The approved provider of AFDC has approved the absence; and
  - (iii) Notice of the absence has been given to the parent of children in care; or
  - (iv) While the Educator is educating and caring for children as part of the family day care service.