

ARMIDALE FAMILY DAY CARE

Recruitment of Educators Policy

Related documentation Policy/policies:	Assessment, Approval & Re-assessment of Educator's Premises, Educator Assistants, Ethical Code of Conduct, Child Protection and Child Safe Policy and Procedures (including Providing a Child Safe Environment), Promoting Children's Wellbeing and Resilience.
Regulation/s/ Standards:	Regulations 77-124, 127,136(3), 143 (a & 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.
Related procedures:	All AFDC Procedures
References:	ACECQA, Work, Health & Safety Act & Regulation, 2011; Early Years Learning Framework; My Time Our Place; AFDC Policy Portfolio; AFDC Educator Agreement.
Date effective	December 2025
Date for review	December 2028
Purpose	Armidale Family Day Care is committed to the operation of a quality service that is child safe. We will uphold this commitment by ensuring 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.
Responsibility	AFDC Board of Directors, Management, Nominated Supervisors & Coordinators, Educators.

Key information:

Armidale Family Day Care (AFDC) is committed to ensuring that our service offers the best possible education and care for families and children. We therefore structure our Educator recruitment process to ensure that all prospective Educators are fit and proper persons to be in the company of children.

We recognise Educators as integral partners in AFDC. Our recruitment process aims to ensure that Educators, as self-employed business operators, are aware of their responsibility for compliance with all service Policies and procedures, the National Law, Regulations and the National Quality Standard.

In order to address the requirements of the Education and Care Services National Regulations, AFDC has policies and procedures in place to assess Educators and persons residing in Educators' residences. Our systems and documentation for assessing and monitoring Educators are kept up to date and reviewed regularly.

Responsibilities

The Approved Provider will:

- Ensure that a Recruitment of Educators Policy is in place for AFDC.
- Ensure that related policies and procedures are in place to support the Recruitment of Educators Policy.
- Take reasonable steps to ensure that Nominated Supervisors, Coordinators and Educators follow all relevant policies and procedures.
- Ensure that Nominated Supervisors, Coordinators and Educators are aware of their responsibilities under child protection law.
- Ensure that copies of this policy and related policies and procedures are readily accessible to Nominated Supervisors, Coordinators and Educators.
- Ensure that unauthorised persons and visitors are not left alone with children.
- Notify families at least 14 days before changing this policy if the changes will:
 - Affect the fees charged or the way they are collected, or
 - Significantly impact the service's education and care of children' or
 - Significantly impact the family's ability to utilise the service.

Nominated Supervisors and Coordinators will:

- Ensure that regulatory requirements are met in relation to the recruitment and registration of Educators.
- Implement procedures for the assessment of AFDC Educators and residents in their services.
- Carry out all relevant checks for prospective Educators and residents in their services.
- Ensure that prospective Educators are not registered until assessed as fit and proper through service procedures.
- Conduct safety audits on Educators' residences and environments to ensure that they comply with regulatory requirements and AFDC policies and procedures.
- Collect and verify information to ascertain whether a person is fit and proper.
- Ensure that unauthorised persons and visitors are not left alone with children.

Essential Selection Criteria

Prospective Educators must:

- Be 18 years of age or older.
- Have a genuine interest in and respect for young children and their capabilities, learning and development.
- Hold a minimum qualification of Certificate III in Early Childhood Education and Care.
- Have a commitment to enhancing their skills through ongoing professional development.
- Have a commitment to working within the National Quality Standard.
- Be of sound health and abilities.

- Have good communication skills with both adults and children.
- Have good organisational skills.
- Have awareness and sensitivity to the broad range of cultures, beliefs and abilities that exist within our community.

Application Process

Prospective Educators must:

- Complete Armidale Family Day Care's *Application for Registration as an Educator*.
- Sign and agree to abide by AFDC's primary policies and procedures, including:
 - Child Protection and Child Safe Policy and Procedure,
 - Code of Ethical Conduct, and
 - Photo and Camera Procedure.
- Commit to participating in AFDC's induction program, with the support of Nominated Supervisors.
- Obtain a Working With Children Check for themselves and all adult members of the Educator's household.
- Apply for a National Police Check.
- Provide AFDC with the contact details of two referees.
- Apply for PRODA (*provider digital access*) from the Commonwealth Department of Education.
- Hold current ACECQA First Aid qualifications incorporating CPR, Asthma and Anaphylaxis training (*HLTAID012*)
- Undertake a safety audit of their residence and environment, in consultation with the Nominated Supervisor, to ensure that they comply with regulatory requirements and AFDC policies and procedures.
- Hold appropriate Child Protection Training, such as *CHCPRT025, Identify & Report Children and Young People at Risk of Harm* and complete
- Have completed the Office of the Children's Guardian's *Child Safe Series*.
- Be prepared to provide care for a minimum of three days per week.
- Hold an Australian Business Number.
- Source appropriate Public Liability Insurance to the value of at least \$10,000,000 prior to registration.

Ongoing Conditions of Registration with AFDC:

AFDC Educators are required to:

- Understand that visits by AFDC's Nominated Supervisors and Coordinators may occur on an announced or unannounced basis during the Educator's normal working hours.
- 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 AFDC Policies and procedures.
- Renew ACECQA recognised First Aid Qualifications and Child Protection Refresher Courses in accordance with regulatory requirements and AFDC policies and procedures.
- Have fire and safety equipment checked by an authorised inspector on a six monthly basis.

Probationary Period

Prospective Educators should be aware that AFDC has a probation period of six (6) months in relation to Educator registration. During this probation period, AFDC will provide newly registered Educators with additional monitoring and support of their practices and compliance with the National Law, Regulations and National Quality Standard.

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.
- Unavailable or unfavourable references.
- The Educator's residence and environment not complying with regulatory requirements and AFDC policies and procedures.
- AFDC's assessment that the prospective Educator does not demonstrate the capacity to adequately operate under the National Quality Standard.

Where AFDC chooses to deny registration on the basis of any of the above grounds, the decision is not contestable and further discussion will not be entered into.