

ARMIDALE FAMILY DAY CARE

Recruitment of Relief Educator 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 supports the registration of appropriately skilled and trained relief Educators to provide relief care in the services of AFDC Educators when the primary Educator is unavailable. Relief Educators registered with AFDC must share the same strong sense of professional responsibility of primary Educators for the provision of quality education and care for children.
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 Relief Educator recruitment process to ensure that all prospective Relief Educators are fit and proper persons to be in the company of children.

Prospective Relief Educators must undertake the same application, training and induction process as Primary Educators in order to ensure that they are aware of their responsibility for compliance with all service Policies and procedures, the National Law, Regulations and the National Quality Standards.

Responsibilities

The Approved Provider will:

- Ensure that a Policy for the Recruitment of Relief Educators is in place for AFDC.
- Ensure that related policies and procedures are in place to support the Policy for the Recruitment of Relief Educators
- 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 Relief Educators.
- Implement procedures for the assessment of AFDC Relief Educators.
- Carry out all relevant checks for prospective Relief Educators.
- Ensure that prospective Educators are not registered until assessed as fit and proper through service 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.

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.
- 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*.
- 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,
- 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, and
- meet the families and children attending the Primary Educator's prior to care being provided.

Probationary Period

- Prospective Relief 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 Relief Educators with additional monitoring and support of their practices and compliance with the National Law, Regulations and National Quality Standard.

Relief Care Procedures

The Procedures for the provision of relief care are outlined in the Relief Care Procedure.

Rejection of Application for Registration as a Relief 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.
- 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.