

## FAMILY DAY CARE EDUCATOR REGISTER

Quality Area 7: Governance and Leadership

Standard 7.1: Governance supports the operation of a quality service

Education and Care Services National Regulations

153 Register of Family Day Care Educators

### PURPOSE

Under the Education and Care Services National Regulations, Family Day Care Services are required to maintain an accurate register of any family day care (FDC) educators, coordinators and educator assistants engaged by or registered with the service. In addition, the register must also include information about any persons aged 18 years and over living in a family day care residence

### POLICY

A register will be kept up to date for all registered educators, ensuring compliance with National Regulations

### PROCEDURE

The Family Day Care Service will ensure that the register of family day care educators contains the following information of all educators:

- full name of educator, coordinator/s and educator assistant
- date of birth (minimum of 18 years of age) of each person
- contact details (including address) of each person
- the address of the residence or approved Family Day Care service to confirm where the educator will be providing education and care to children as part of the service
- the date that each educator, coordinator and educator assistant was engaged by or registered with the Family Day Care Service
- the date the educator, coordinator and educator assistant ceased to be engaged by or registered with the service (if applicable)
- the full name of the educator to be assisted by the educator assistant

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- the days and hours the educator will usually be providing education and care to children as part of the service
- if the educator or educator assistant is an approved provider, the number of the provider approval and the date the approval was granted
- evidence of any relevant qualifications held by the educator, coordinator or educator assistant or if applicable that the educator, coordinator or educator assistant is actively working towards that qualification as provided under regulation 10
- evidence of any other training completed by the educator, coordinator or educator assistant
- evidence that each family day care educator is receiving adequate monitoring and support from a family day care coordinator including:
  - dates and times of any visits by the co-ordinator to the family day care residence or venue
  - purpose of visit- monitoring or support
  - dates and times of any telephone calls between the co-ordinator and the educator for the purpose of monitoring and support
- details of any correspondence or written materials provided to the educator for the purpose of monitoring and support (include dates and times of correspondence)
- evidence that the educator and educator assistant have completed:
  - current approved First Aid training
  - current approved anaphylaxis management training and
  - current approved emergency asthma management training
- if the coordinator will be providing education and care to children, evidence that the co-ordinator has completed-
  - current approved First Aid training
  - current approved anaphylaxis management training and
  - current approved emergency asthma management training
- a record of the identifying number and expiry date of a current Working with Children Check, Working with Children Card, Working with Vulnerable People Check, Criminal History Record Check or proof of current teacher registration under an education law of a participating jurisdiction and date of expiry.
- a record identifying the date the check or registration of the above was sighted by the approved provider or a nominated supervisor of the service

- for each child educated and cared for by the educator as part of the Family Day Care service, the child's name and date of birth and the days and hours that the educator usually provides education and care to that child
- if the education and care is provided in a residence, the full names and dates of birth of all persons aged 18 years and over who normally reside at the Family Day Care residence, and the full names and dates of birth of all children aged under 18 years who normally reside at the family day care residence.

**SOURCE:**

Australian Children's Education & Care Quality Authority. (2014).

ACECQA. (2021). Policies and procedures guidelines. *Keeping a register of family day care educators, coordinators and educator assistants.*

ACECQA (2017). *Family Day Care Compliance Guide*. <https://www.acecqa.gov.au/sites/default/files/2019-06/FDC-ComplianceGuide-ApprovedProvider.pdf>

ACECQA. (2018). [Record Keeping in Family Day Care Services](#).

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Regulations](#). (2011)

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Standard. (2017).

National Quality Standard. (2018).

Victoria State Government- Department of Education and Training (2019).

**Associated Forms/information:**

Educator registration certificate

Educator register form

*Failure to comply with this policy may result in disciplinary action or termination of employment or registration as an educator*

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