

2.6 KEEPING A REGISTER OF EDUCATORS

Policy No: 2.6

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Version No: 2 under Education and Care Services National Regulations under the Education and Care Services National Law

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PURPOSE To ensure high quality care for children through the selection of appropriate educators

POLICY Educators are selected in accordance with the criteria of the Education and Care Services National Regulation and the Child Protection (Prohibited Employment) Act 1998; Child Protection (Working With Children) Act 2012, applicants are encouraged from a diverse range of back grounds

PROCEDURES

1. Electronic register

- 1.1 A register of each family day care educator and family day care assistant is kept by the service
- 1.2 Information held on the register for educators:
 - 1.2.1 full name, address and date of birth of the educator
 - 1.2.2 contact details of the educator
 - 1.2.3 address of the residence the educator will be providing the education and care service
 - 1.2.4 date registration commenced
 - 1.2.5 days and hours the service will usually be provided
 - 1.2.6 evidence of any relevant qualifications held by the educator or evidence that they are working towards minimum requirement
 - 1.2.7 evidence the educator has completed current approved:
 - 1.2.7.1 first aid training
 - 1.2.7.2 anaphylaxis management training
 - 1.2.7.3 emergency asthma management training
 - 1.2.7.4 evidence of any other training completed by the educator
 - 1.2.7.5 working with children and criminal history record check clearance
 - 1.2.7.6 risk assessment documentation
 - 1.2.7.7 details of support provided
 - 1.2.7.8 details of complaints
 - 1.2.7.9 details of educator ceasing registration including letter of notification and records to be returned and period to be kept

- 1.3 the above information in 1.2 will be kept for a period of 3 years from the date educator ceased registration with the service
- 1.4 The registration includes information on other people who normally reside at the residence:
 - 1.4.1 for people over 18 years of age
 - 1.4.1.1 full name
 - 1.4.1.2 date of birth
 - 1.4.1.3 working with children check outcome
 - 1.4.1.4 criminal history record check outcome
- 1.5 For children aged under 18 years of age
 - 1.5.1 Full name and date of birth
 - 1.5.2 Immunisation details
- 1.6 The family day care assistant approved for this residence
- 1.7 For each child educated and cared for by the educator:
 - 1.7.1 the child's name
 - 1.7.2 date of birth
 - 1.7.3 days and hours the educator usually provides the service for each child
- 1.8 When a educator ceases to be registered with the family day care service the following documents must be returned to the service;
 - 1.8.1 documentation of child assessment made in the last three years: this information is collected during home visits, on Ipad, kept electronically by the service and printed and archived with educator files when ceasing registration with the service
 - 1.8.2 evaluations of the delivery of the educational program for the last 3 years this information is collected during home visits, on Ipad, kept electronically by the service and printed a and archived with educator files when ceasing registration with the service
 - 1.8.3 incident, injury, trauma and illness record—current
 - 1.8.4 medication record—current
 - 1.8.5 children's attendance record—current
 - 1.8.6 child enrolment record—record
 - 1.8.7 record of visitors to the family day care residence, for the 3 years preceding the educator ceasing an education and care service
 - 1.8.8 any service resources
 - 1.8.9 registration certificate
 - 1.8.10 educators return all personal items belonging to children to their parents by the termination date

2. Keeping the records up to date

2.1 The coordination unit maintains the data base with current information

3. Suspension

3.1 An educator may be given a notice from the Regulatory Authority to suspend their education and care service if:

3.1.1 the approved provider of the education and care service is not complying with any provision of the Education and Care Services National Law Act 2010

3.1.2 there is a risk to the safety, health or wellbeing of children being educated and cared for by the family day care educator

3.2 Refer to the complaints policy for details regarding the suspension of an educators family day care service

Source:

- Education and Care Services law 2010—section 269
- Education and Care Services Regulation—153-157

Forms:

- Educator Registration form
- Registration Certificate
- Prescribed Information Form