

EDUCATOR ASSISTANT AND RELIEF EDUCATORS

Quality Area 4: Staffing arrangements

Standard 4.1: Staffing arrangements enhance children’s learning and development and ensure their safety and wellbeing

Standard 4.2: Educators, coordinators and staff members are respectful and ethical

Education and Care Services National Regulations 2011

127 Family Day Care Educator qualifications

136 First Aid qualifications

144 Family Day Care Educator Assistant

153 Register of Family Day Care Educators

154 Record of staff, Family Day Care Coordinators and Family Day Care Educator Assistants

DEFINITIONS

- **Family Day Care Educator** is engaged by or registered with a family day care service to provide education and care for children in a residence or approved venue
- **Family Day Care Educator Assistant** means a person engaged by or registered with a family day care service to assist family day care educators, who will be referred to in this document as “assistant”
- **Relief Family Day Care Educator** means a person engaged or registered with a Family Day Care service to provide care in the absence of the primary educator. The care will take place in the primary educator’s home or approved venue.

PURPOSE To assist the Family Day Care Educator in the provision of education and care. To provide continuity for the children and families being provided with an education and care service.

POLICY An educator may engage an assistant and / or a Relief Educator to assist them or to relieve them in providing an Education and Care Service.

PROCEDURES

Approval

an assistant or relief educator must be approved by the service provider and demonstrate they are a fit and proper person by satisfying the following criteria; they must:

- be over 18 years old
- provide name, address, date of birth and contact details
- provide the name of the educator/s they will provide assistance or relief for

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- complete a satisfactory personal interview
- complete satisfactory working with children check and national criminal history check
- have current first aid certificate
- have current anaphylaxis management and asthma management qualification
- complete in service/induction training
- purchase family day care public liability insurance if they are not covered by the policy of the primary educator and provide proof to the service

The educator must nominate an assistant to be listed on their registration.

An Educator Assistant

an assistant can be used when an educator is **absent** in the following circumstances only:

- transporting children between the family day care residence and school; childcare and/or the child's home
- in emergency situations, including when the educator requires urgent medical care or treatment
- while the educator attends an appointment for less than 4 hours
- an assistant can be used to provide assistance **while** the educator is educating and caring for the children for any length of time
- the educator assistant will sign in and indicate if the primary educator is present or not

an assistant **cannot** be used:

- for educator in non emergency absences for more than 4 hours
- for educator absence for regular appointments
- when parents do not provide consent
- when the service denies approval

Relief Educator

- A relief educator is registered to provide care in the absence of the primary educator.
- The care will take place in the primary educator's residence or approved venue.
- Relief educators may be used for reasons including: Illness of the primary educator (or family member), holiday or leave, unforeseen emergencies.
- A relief educator may be registered to provide relief care for one or more registered educators.

Educator's responsibility

- to seek approval from the nominated supervisor to have an assistant linked to their education and care service
- to notify families of their intention to use a family day care assistant and for what purpose
- to introduce relief educators and assistants to families and children using the service
- inform the assistant of: the location of the first aid kit, the location of fire protection equipment and evacuation plan, access to emergency contact details including educators number, access to parent contact numbers, awareness of individual child details including allergies; special requirements; belongings, awareness of routines, access to required equipment and resources, any business requirements including collection of fees if required, to ensure the residence meets all applicable education and care Services National
- Regulations and Work Health safety requirements, to negotiate payment to the assistant if required.
- the educators own children can be cared for by the assistant when the educator is absent ,providing the children have been enrolled; all relevant paperwork completed and correct educator; child ratio is maintained; no CCB will be applicable

Consent

- the family day care educator must collect annual written consent from a parent or guardian of each child of the intended use of the assistant and or Relief educator
- if a family chooses not to use relief care offered to them in the absence of the primary educator, NO fees will be payable
- in the event of the assistant being required in an emergency, the parent must be notified as soon as possible by the educator, assistant or the service representative
- in the event of the assistant providing non regular transport, the educator must provide prior notice to the parent
- in the event of the assistant providing the care and education for a non emergency for less than four hours:
 - the educator must first seek approval from the family day care service on each occasion at least 48 hours prior
 - the family must be notified by the educator before each occurrence

Source:

- Work Health and Safety Act
- Family Day care Australia—Public Liability Insurance
- NSW FDCA- Public Liability Insurance

Associated Forms/ Information

- Educator Assistant and relief educator authorisations
- Sign in sheet for educator assistant
- Educator Registration
- Register of Family Day Care Educators