

2.3 EDUCATOR REGISTRATION

Policy No: 2.3

Policy Adopted: December 2013

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

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PURPOSE To provide 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 Regulations and the Child Protection (Prohibited Employment) Act 1998; Child Protection (Working With Children) Act 2012 applicants are encouraged from a diverse range of backgrounds

PROCEDURES

1. Prospective Educator Application

- 1.1 the coordination unit compiles and maintains forms required for the development of a waiting list for prospective educators
- 1.2 interested prospective educators contact the coordination unit
- 1.3 coordination unit mails prospective educators an application form and information to assist prospective educators to understand the role and responsibilities of a educator
- 1.4 the applicant returns the completed form to the coordination unit
- 1.5 the nominated supervisor will assess each applicant in relation to the requirements of current legislation for 'registered educators'; selection of prospective educators for interview is based upon level of experience and understanding of children's needs and development, location of educator, days and hours available to provide education and care service

2. Selection/Registration process

- 2.1 an initial meeting at the residence where the education and care service will be provided is arranged with representative from the service; an initial hazard assessment of the premises is conducted using the Education and Care National Regulations as a guide; any hazards / improvements are identified, noted and discussed; a copy of this report identifying any improvements required is provided to the applicant; a decision of suitability of the premises is decided on this assessment
- 2.2 prospective educators are interviewed at their home / or if in outlying area this maybe conducted over the phone; the interview gathers information to assess the applicants understanding of young children's needs and development including but not limited to questions about experience, knowledge of child development; knowledge of appropriate activities to provide; nutrition, hygiene and behaviour management techniques;
- 2.3 the nominated supervisor will assess each applicant in relation to the personal interview, the location of the prospective education and care service and the hours / days of

availability of the educator

2.4 Successful applicants wishing to proceed with the registration are made aware registration is dependent upon:

2.4.1 satisfactory outcome for all Working With Children Checks

2.4.2 satisfactory safety check compliance of the residence where education and care service will operate

2.4.3 completion of an approved first aid course

2.4.4 completion of approved Asthma training

2.4.5 completion of approved Anaphylaxis training

2.4.6 agreement to complete orientation training, including Work Health and Safety

2.4.7 10 Million dollars public liability insurance policy for Family Day Care

2.4.8 understanding of a commitment to obtain a formal childcare qualification; minimum requirement Certificate 111 in Children's Services

2.5 the service will also take into consideration all prior learning that the applicant can provide evidence of

2.6 where criteria is not met and applications are unsuccessful they will be informed in writing; on request, additional information may be supplied

3. Registration as an educator who provides relief care

3.1 educators can provide a relief care service in the residence of a registered educator

3.2 educators wanting to provide only relief care must be registered under the same conditions as those wanting to provide permanent care

3.3 service approval is required before relief care commence

3.4 parental approval is required before relief care commences

3.5 approved Public Liability insurance is required

4. Training and Information

4.1 educators will be required to complete face to face and self paced learning guides prior to registration, including training on child protection; educators receive a variety of resource material and relevant training information on all areas pertinent to the provision of operating a family day care education and care service and, family day care business

4.2 prior to a educators registration, coordinators meet with any adult household members who will have a substantial degree of contact with children in care; educators and family members will be provided with an orientation to FDC information package which includes protective strategies and responding to children at risk of harm

4.3 Coordination unit staff will support educators commitment to obtain formal childcare qualifications

5. Equipment and toys

5.1 prospective educators receive details of toys and equipment required; a commitment to acquire equipment throughout the operation of the business is necessary; educators will

maintain all toys and equipment in good order and replace as required

- 5.2 the coordination unit has a small resource library of specialised books and equipment available for educator use

6. Working With Children Checks

- 6.1 prior to being placed on Family Day Care register prospective educators and household members (whom are 18 years and over) will be informed of their obligation to apply for, and have clearance of **A Working With Children Check under the Child Protection (working With Children) Act 2012** .
- 6.2 The educator and household members will be provided with information on how to apply, when to apply and documentation and approval required by the service under the legislation.
- 6.3 An approval clearance must be completed for all whom are required to do check prior for the educator providing an education and care service
- 6.2 in the circumstance where a clearance is not approved the nominated supervisor will take the advice from the screening agency to determine the outcome and inform the applicant

7. Registration and Termination

- 7.1 upon satisfactory completion of the Assessment and Re-assessment of a Family Day Care residence document; First Aid certificate; orientation training; demonstrating an understanding of the Education and Care Service National regulation, signing the Family Day Care Agreement, the educator is provided with a registration certificate and placed on the Family Day Care register
- 7.2 educators are required to provide two weeks notice of their intention to terminate their education and care service; notice is to be given in writing to both the coordination unit and parents using their care
- 7.3 the service, upon receipt of written notification by a registered educator that they intend to terminate their registration will action a letter to the educator to inform them of the documentation / files that are to be kept by the educator and what is required to be returned to the service. Refer to Policy 1.6 Record Keeping and Confidentiality.
- 7.4 educator will return all personal items of children in their care to the respective parents by their termination date
- 7.5 refer to Complaints Investigation Policy for details regarding the removal of a educators name from the register

Source:

- Education and care Services national Regulation—125-128, 136, 144, 153-154
- Education and care Services National Law 2010—section 163, 164
- Work Health and safety Act
- Child Protection (Working With Children) Act 2012

Forms:

- Educator Expression of Interest
- Educator Application Pack
- Workplace Service Compliance (Initial Assessment/ Final Assessment / Annual Assessment)
- Registration Check List
- Educator Agreement
- Working with Children Check— Educator and Adult Household members over 18 years
- NSW Working with Children Check Applicant Declaration and Consent
- Pet Management Plan
- Vehicle Safety Check—child restraints (if applicable)
- Glass Management Plan
- ABN Application
- Minimising g Electrical Shock (RCD)
- Use of Corporate Branding
- Educator Nominated Hours to provide education and care service
- Fit and Proper person Medical Certificate
- Referee forms
- Confidentiality of records
- Educator Registration Form and Prescribed Information Form