



Records and Register of Personnel Policy

Covers

- Register of a Family Day Care Educator Procedure
- Register of an Assistant Educator Procedure
- Register of Nurturing Family Day Care Staff Procedure

Intention

Nurturing Family Day Care Scheme endeavours to keep comprehensive and up to date registers of all personnel who are associated with the approved provider whether by employment or by being an individual who educates and cares for the children enrolled with the scheme.

Overview

This policy, and all policies and procedures that are associated with the Records and Register of Personnel Policy, are implemented at all registered residences and venues by educators, staff and visitors who are allied with the scheme.

This comprises of -

- Keeping records and a register of personnel registered with Nurturing Family Day Care Scheme as an educator.
- Keeping records and a register of personnel working for Nurturing Family Day Care Scheme.

The approved provider of the service will ensure -

- The confidentiality of these records and register according to the Collection and Storage of Confidential Documents Policy.
- That the records and register are kept for the period of time stipulated by Regulation 183.
- That the records are updated within 24 hours of new information being provided.
- All registers are available at the service and at each registered residence or approved venue, each relevant individual to a premise (educator, assistant, student) has their information located on the electronic device for easy access.



Register of a Family Day Care Educator Procedure

The approved provider will ensure that each family day care educator directly associated with, or working at, a registered residence or approved venue will have a Register that lists the details of their enrolment with Nurturing Family Day Care Scheme, as well as any other relevant information to their continued compliance under the National Quality Framework.

The register will record a family day care educator's information and, at a minimum, will include -

- The educator's full name, home address, CRN (if applicable) and date of birth.
- The educator's contact details, including phone and email address.
- The registered residence or approved venue's address they are directly associated with, or working at, and which of the two premises it is.
- The educator's enrolment date with the scheme and the date that they first began providing education and care.
- The date the educator resigned or was terminated with the scheme.
- If directly associated with a premise, the days and hours that the educator has stated the registered residence or venue will be open to provide education and care to children.
- If the educator is an approved provider, the provider number and date of the approval.
- If the educator is a certified supervisor, the number of the supervisor certificate and the approval date.
- The names of the approved qualifications held by the educator in relation to educating and caring for children.
- If studying, evidence that the educator is actively working towards a relevant qualification, in which case the following must be documented on the register -
 - The date in which proof of enrolment was sighted by the approved provider.
 - The date in which progress towards the completion of the course and evidence that the educator is meeting the requirements of maintaining the enrolment was sighted by the approved provider.
- The date a current and approved first aid, asthma and anaphylaxis and CPR certificate was obtained and when it is due for renewal.



- A list of any other required (child protection and food safety) or relevant training and the date obtained.
- The identifying number listed on the educator's Paid Blue Card and the date it will expire. If an Exception, the renewal date of their Teacher Registration.
- The individual who first sighted/stored the Blue Card, including teacher registration if applicable and the date it was sighted/stored.
- The name of the approved provider or nominated supervisor who sighted/stored the Blue Card, including teacher registration if applicable and the date it was sighted.
- The date the linking an applicant/cardholder to this organization form was completed.
- The identifying number listed on the Blue Card of every resident at the registered residence over the age of 18 and the date each Blue Card will expire. If an Exception, the renewal date of their Teacher Registration. **Residents cannot reside at a registered residence or approved venue while awaiting a Blue card to protect enrolled children and to ensure they are fit and proper individuals.**
- The individual who first sighted/stored the Blue Card, including teacher registration if applicable and the date it was sighted/stored.
- The name of the approved provider or nominated supervisor who sighted/stored the Blue Card, including teacher registration if applicable and the date it was sighted.
- **It is the responsibility of the family day care educator directly associated with the registered residence or approved venue, to notify the approved provider immediately if there are any changes to the individuals residing at the registered residence or approved venue.**
- The date the linking an applicant/cardholder to this organization form was completed.
- The names of everyone who resides at the registered residence and their date of birth.
- The date when the family day care educator's current Public Liability insurance, or the insurance that they are working under, will expire.
- The date when the educator's driver license, car seat safety check, car service/warranty/road worthy and car insurance will expire, if using a vehicle to transport children enrolled with the scheme.
- The date in which the Pool Safety Certification expires, if a pool is listed within the registered residence or approved venue.
- A space to provide information, which is stored on the CCSS - about every child enrolled at the registered residence or approved venue where the family day care educator works at, including –



- Their name.
- Date of birth.
- The days and hours of education and care.
- If a family day care educator (not directly associated with a registered residence or venue), parent permission for each child being educated and cared for by that educator if not already attached to their enrolment form.

Register of an Assistant Educator Procedure

The approved provider will ensure that each assistant educator who works at a registered residence or approved venue will have a Register that lists the details of their enrolment with Nurturing Family Day Care Scheme, as well as any other relevant information to their continued compliance under the National Quality Framework.

The register will record an assistant educator's information and, at a minimum, will include -

- The assistant educator's full name, home address and date of birth.
- The assistant educator's contact details, including phone and email address.
- The registered residence or approved venue's address or addresses where the assistant educator has worked at or is scheduled to work at.
- The assistant educator's enrolment date with the scheme.
- The date the assistant educator no longer provided any education and care with a family day care educator, resigned or were terminated with the scheme.
- If the educator is an approved provider, the provider number and date of the approval.
- If the educator is a certified supervisor, the number of the supervisor certificate and the approval date.
- The names of the approved qualifications held by the educator in relation to educating and caring for children.
- If studying, evidence that the educator is actively working towards a relevant qualification, in which case the following must be documented on the register -
 - The date in which proof of enrolment was sighted by the approved provider.



- The date in which progress towards the completion of the course and evidence that the educator is meeting the requirements of maintaining the enrolment was sighted by the approved provider.
- The date a current and approved first aid, asthma and anaphylaxis and CPR certificate was obtained and when it is due for renewal.
- The identifying number listed on the relief educator's Blue Card and the date it will expire. If an Exception, the renewal date of their Teacher Registration. **Assistants cannot work at a registered residence or approved venue while awaiting a Blue card to protect enrolled children and to ensure they are fit and proper individuals. A Paid card is required when working for a payment.**
- The individual who first sighted/stored the Blue Card, including teacher registration if applicable and the date it was sighted/stored.
- The name of the approved provider or nominated supervisor who sighted/stored the Blue Card, including teacher registration if applicable and the date it was sighted.
- The date the linking an applicant/cardholder to this organization form was completed.
- A list of any other relevant training occurred, and the date obtained.

Register of Nurturing Family Day Care Staff Procedure

The approved provider will ensure that each individual who is employed with Nurturing Family Day Care Scheme, including the approved provider, will have a register that lists the details of their employment, as well as any other relevant information to their continued compliance under the National Quality Framework.

The register will record Nurturing Family Day Care team's information and, at a minimum, will include -

- Their full name, home address and date of birth.
- Their contact details, including phone and email address.
- The staff's start date with the scheme.
- The date the staff member resigned or was terminated with the scheme.
- The qualifications obtained (minimum of an approved Diploma for coordinators).
- Record of relevant training obtained, including the date this occurred.
- The date a current and approved first aid, asthma and anaphylaxis and CPR certificate was obtained and when it is due for renewal.



- The identifying number listed on the staff's Blue Card and the date it will expire. If an Exception, the renewal date of their Teacher Registration.
- The individual who first sighted/stored the Blue Card, including teacher registration if applicable and the date it was sighted/stored.
- The name of the approved provider or nominated supervisor who sighted/stored the Blue Card, including teacher registration if applicable and the date it was sighted.
- The date the linking an applicant/cardholder to this organisation form was completed.
- If a nominated supervisor, when the certificate was granted, the date written consent was granted/removed and the certified supervisor number.
- If a certified supervisor, when the certificate was granted, the date written consent was granted/removed and the certified supervisor number.
- If the educational leader, the date they started and/or stopped working in this role.
- The staff's tax file number and associated tax declaration form.
- The staff's superannuation number and associated super declaration form.

Sources

Education and Care Services National Law and Regulations 2011 (Updated October 2023)

- **Section 5, Definitions.**
- **Section 44, Form of application.**
- **Section 51, Conditions of service approval.**
- **Section 56, Notice of change to nominated supervisor.**
- **Section 161, Offence to operate education and care service without nominated supervisor.**
- **Section 165, Offence to inadequately supervise children.**
- **Section 167, Offence relating to protection of children from harm and hazards**
- **Section 169, Offence relating to staffing arrangements.**
- **Section 175, Offence relating to requirement to keep enrolment and other documents.**
- **Section 269, Register of family day care educators.**
- **Reg 29, Conditions on service approval- insurance.**
- **Reg 30, Condition on service approval- family day care educator insurance.**
- **Reg 35, Notice of change to nominated supervisor.**



- Reg 84, Awareness of child protection law.
- Reg 118, Educational leader.
- Reg 119, Family day care educator and family day care assistant to be at least 18 years old.
- Reg 125, Application of Division 4.
- Reg 127, Family day care educator qualifications.
- Reg 128, Family day care co-ordinator.
- Reg 136, First aid qualifications.
- Reg, 137 Approval of qualifications.
- Reg 144, Family day care assistant.
- Reg 146, Nominated supervisor.
- Reg 148, Educational leader.
- Reg 153, Register of family day care educators.
- Reg 154, Record of staff, family day care co-ordinators and family day care assistants.
- Reg 163, Residents at a family day care residence and family day care educator assistants to be fit and proper persons.
- Reg 164, Requirement for notice of new persons at residence.
- Reg 168, Education and Care services must have policies and procedures
- Reg 169, Additional policies and procedures- family day care service.
- Reg 177, Prescribed enrolment and other documents to be kept by approved provider.
- Reg 178, Prescribed enrolment and other documents to be kept by family day care educator.
- Reg 179, Family day care educator to provide documents on leaving the service.
- Reg 180, Evidence of prescribed insurance.
- Reg 181, Confidentiality of records kept by approved provider.
- Reg 182, Confidentiality of records kept by family day care educator.
- Reg 183, Storage of records and other documents.

National Quality Standard (Updated February 2018)

- 2.2, Each child is protected.
- 2.2.1, At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
- 2.2.3, Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
- 4.1, Staffing arrangements enhance children's learning and development.
- 7.1, Governance supports the operation of a quality service.
- 7.1.2, Systems are in place to manage risk and enable the effective management and operation of a quality service.



Review

The policy will be reviewed annually.

The review will be conducted by:

- Approved Provider
- Employees
- Educators
- Families
- Interested Parties

Created: May 2017

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March 2018

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September 2019

June 2020

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Next review: June 2025