



# Assessment, Enrolment and Continued Coordination of an Educator Policy

## Covers

- Enrolment of a Family Day Care Educator Procedure
- Enrolment of a Family Day Care Educator (not directly associated) Procedure
- Enrolment of an Assistant Educator Procedure
- Orientation and Induction of all Educators Procedure
- Probation of all Educators Procedure
- Continued Coordination of all Educators Procedure
- Resignation or Termination of an Educator Procedure

## Intention

The approved provider implements an enrolment process for all educators with Nurturing Family Day Care Scheme. This is to guarantee that they are working within the regulatory requirements, as well as ensuring that they are individuals who understand and can excel in the role they will fulfil as an educator, whether as the Family Day Care educator listed with a registered residence, venue or as an assistant educator. Educators will be assessed on their life skills, qualifications, willingness to learn, flexibility and their ability to work at a high standard.

## Overview

This policy, and all policies and procedures that are associated with the Assessment, Enrolment and Continued Coordination of an Educator Policy, are applied to all educators who operate at a registered residence and/or approved venues while with the scheme.



The assessment, enrolment and continued coordination of an educator procedure is in relation to an educator directly associated with a registered residence or venue, an educator working at a registered residence or venue, or an assistant educator and is completed by the approved provider -

- Prior to the commencement of educating and caring in a registered residence or venue.
- Continually throughout their association with Nurturing Family Day Care Scheme.
- Annually when the registered residence or venue is being re-assessed.

The approved provider of the service will ensure –

- That each policy and procedure is followed by the individual educator before and during their time with Nurturing Family Day Care Scheme.
- That all family day care educators meet the minimum requirements, taking reasonable steps to ensure that the individual has adequate knowledge and understanding of educating and caring for children, and that their personal history/compliance in regard to all education and care laws are addressed.
- That a comprehensive orientation and induction process occurs for all educators, covering policies and procedures, an in-depth exploration of family day care, the business structure and its individual elements, and the importance of educating and caring for children to the highest of standards while ensuring their safety, health and wellbeing.
- The continued guidance, mentoring and nurturing of high-quality education and care of all educators through the year.
- That upon resignation or termination a departure interview occurs to ensure mutual respect, effective retrieval of documents and sustained networking prevails through this transition.

## Enrolment of a Family Day Care Educator Procedure

Each registered residence or venue has a family day care educator directly associated with the premise and this individual nominates themselves to be held responsible to ensure that the procedure listed below is completed and up to date, as well as notifying the approved provider if for any reason there is a noticeable change to opening hours/days, if closed for a particular day (can be through Fully Booked), or intending to close for a period of time in the future. They are also responsible for notifying the approved provider if another family day care educator or family day care assistant is to be working at the registered residence or venue in their place, (can be through Fully Booked).

**The approved provider will consider a person to be a family day care educator after they have met with and discussed their suitability in this role and upon receiving –**

- A current Blue Card and for those with an Exception status, a current teacher's registration to ensure they are a fit and proper person.
- A certificate or transcript stating relevant, minimum qualification; have obtained a Certificate 3 in Children's Services and/or in Early Childhood Education and Care (or relevant qualification as determined by ACECQA).
- An approved, current First Aid, Asthma and Anaphylaxis and CPR certificate.
- A medical clearance stating that the educator is fit and healthy, to be updated every other year or when requested by the approved provider (after surgery, change in circumstances, etc.).



- Evidence of cover for Public Liability Insurance.
- Photo identification showing that they are over the age of 18 years old.
- A reference in regard to their history in relation to past experience in the education and care industry.
- Training certificate on child protection/mandatory reporting QLD, food handling and safety, and Safe Infant Sleeping.
- If providing transport in own vehicle an educator will provide -
  - A photo of their current driver's license
  - Current car insurance policy
  - Current car seat safety certificate
  - Current car service history and/or current car warranty and/or road worthy certificate

The family day care educator who is directly associated with the registered residence or venue is the individual who is responsible for the premise's safety and maintaining its specifications as stated on their Registered and Approved Certification Assessment. Nurturing Family Day Care Scheme recognises that more than one individual may be working as the family day care educator, with the provision that Regulation 124 be met at all times (ratios).

## Enrolment of a Family Day Care Educator (not directly associated) Procedure

When a family day care educator becomes the educator in charge, it is the responsibility of the family day care educator directly associated with the registered residence or venue to ensure that the procedure listed below is completed and up to date as well as notifying the approved provider of the date and time another family day care educator will be working.

**The approved provider will consider a person to be a family day care educator (not directly associated with a registered residence or venue) after they have met with and discussed their suitability in this role and upon receiving –**

- A current Blue Card and for those with an Exception status, a current teacher's registration to ensure they are a fit and proper person.
- A certificate or transcript stating relevant, minimum qualification; have obtained a Certificate 3 in Children's Services and/or in Early Childhood Education and Care (or relevant qualification as determined by ACECQA).
- An approved, current First Aid, Asthma and Anaphylaxis and CPR certificate.
- A medical clearance stating that the educator is fit and healthy, to be updated every other year or when requested by the approved provider (after surgery, change in circumstances, etc.).
- Photo identification showing that they are over the age of 18 years old.
- A reference in regard to their history in relation to past experience in the education and care industry.
- Evidence of Public Liability Insurance, either listed under the registered residence or approved venue's current insurance policy (if the educator is working at only one family day care premise) or their own Evidence of Cover letter.



- Training certificate in child protection/mandatory reporting QLD, food handling and safety, and Safe Infant Sleeping.
- Written consent for each child being educated and cared for by the educator from the parent or guardian, which documents the date and time the family day care educator will be working as the educator in charge unless they are listed on the child's enrolment documentation through DocuSign.
- If providing transport in the family day care educator's (directly associated) vehicle an educator will -
  - Provide a photo of their current driver's license
  - Be listed on the educator's current car insurance policy
  - Have comprehensive knowledge of the car seat safety certificate and car service history.
- If providing transport in own vehicle an educator will provide -
  - A photo of their current driver's license
  - Current car insurance policy
  - Current car seat safety certificate
  - Current car service history and/or current car warranty and/or current road worthy certificate

A family day care educator (not directly associated with the registered residence or venue) is an individual who is given responsibility of all the children in the registered residence or venue. When this educator works for a family day care educator an agreement regarding conditions and payment is encouraged as this contract is separate to, and has no governance with, Nurturing Family Day Care Scheme.

## Enrolment of an Assistant Educator Procedure

When an assistant educator becomes the educator in charge, it is the responsibility of the family day care educator directly associated with the registered residence or venue to ensure that the procedure listed below is completed and up to date as well as notifying the approved provider of the date and time an assistant educator will be working.

**The approved provider will consider a person to assist a family day care educator after they have met with and discussed their suitability in this role and upon receiving –**

- Written consent for each child being educated and cared for by the educator from the parent or guardian, which documents the date and time the assistant educator will be working as the educator in charge.
- A current Blue Card and for those with an Exception status, a current teacher's registration to ensure they are a fit and proper person.
- An approved, current First Aid, Asthma and Anaphylaxis and CPR certificate.
- Photo identification showing that they are over the age of 18 years old.

**An assistant educator is an individual who is given temporary responsibility of all the children in the registered residence or venue and in the circumstances of -**

- Transporting (walking only) a child between the registered residence or venue and
  - School
  - Another approved service and/or



- The child's home
- Providing education and care if present when an educator in charge is absent because of an emergency situation, including if an educator requires urgent medical treatment.
- Providing education and care if the educator in charge is attending a non-regular appointment (in unforeseen or exceptional circumstances) that will be less than 4 hours total, has Nurturing Family Day Care Scheme approval and parents of the child/ren have been given written notice.
- Assisting the family day care educator who is present at all times, to educate and care for the children at the registered residence or venue.

## Orientation and Induction of all Educators Procedure

An orientation is provided as an individual makes the decision to join Nurturing Family Day Care Scheme and this process is vital to familiarize a potential family day care educator with the beliefs, practices and high-quality education and care expectations. When an individual decides to join Nurturing Family Day Care Scheme, they will proceed through an induction procedure that focuses on the day to day business practices, the financial aspects of operating a family day care business, code of conduct and policies and procedures.

### **The approved provider will provide an orientation that covers the following information –**

- An Information Pack will be shared and explores –
  - What a Registered and Approved Certification Assessment is, how Regulation 116 is fulfilled, and areas that will be examined in the family day care educator's environment.
  - The documentation required as listed in the Enrolment of a Family Day Care Educator (both directly and indirectly associated with a registered residence or venue) Procedure.
  - What Regulation 163, 164 and 165 are, how to apply for relevant Blue Cards where needed, and how these regulations are managed by Nurturing Family Day Care Scheme.
  - How having a registered residence or approved venue in a rental property is authorized.
  - Nurturing Family Day Care Fee structure.
- An overview of Nurturing Family Day Care Scheme's Philosophy, Code of Conduct, Policies and Procedures.
- The role of the parents, guardians and families, the importance of respecting this role and the continued communication that is expected from all individuals associated with Nurturing Family Day Care Scheme.
- The requirements surrounding planning and programming for individual children, how to support and extend their education and care, and the importance of knowing and implementing the National Law, Regulations and Quality Areas, the Early Years Learning Framework, in-depth exploration of Regulation 155, and a planning cycle.
- How Nurturing Family Day Scheme's educators conduct themselves about Regulation 99, 100, 101 and 102, the requirements if using a vehicle for transport and how the scheme is notified of travel.
- The coordination team, how visits are conducted to the registered residence or approved venue, how all educators are supported and guided in their education and care practices, and the continued professional development offered by Nurturing Family Day Care Scheme.



- How having a Family Day Care business can affect the educator's family and other residents, and ways to prevail and become stronger as a unit.
- How to deal with conflict, the importance of open and frequent communication with parents or guardians, the enrolment procedure, and the significance of establishing professional relationships.
- What is OneDrive, why we provide a tablet for each registered residence or venue and how sustainability is highly regarded.

**The approved provider will provide an induction that covers the following information –**

- An Online Induction system is located on OneDrive and is to be accessed, read and comprehended and explores –
  - Different online modules that give an overview of the below information.
- A guide to the tablet provided to each registered residence or venue.
- How to access OneDrive on different devices, how to upload, download and file documents, the importance of password protection and the confidentiality of all information stored on them.
- How to complete, and/or assist others, with the online Enrolment Form, the information required to connect with Centrelink, and the difference between Authorised to Collect and an Emergency Contact.
- How to complete the online sign in/out process and the implications of incorrect information.
- An in-depth exploration of Nurturing Family Day Care Scheme's Philosophy, what a high standard of education and care may look like at the registered residence or venue, and the implantation of the policies and procedures.
- A guide to running a family day care business, invoicing/receipting on Fully Booked, information needed for tax, how handbooks can set an educator apart from others, advertising in the local community and the National Quality Framework compliance.
- The daily, weekly, monthly, etc. expectations to ensure each educator is working at a high standard of education and care and how these documents are placed on OneDrive.
- The consistent and sustained health and safety of the environment, especially in relation to; the daily safety audit statement, supervision, interactions with children (lifting, nappy changes, etc.), transportation and visitors to the registered residence or venue.
- When notification of the following situations occurs -
  - A serious incident (according to the Incident, Injury, Trauma and Illness Policy).
  - Any complaint alleging that a serious incident, physical or sexual abuse has occurred, or is occurring, while a child is being educated or cared for by the educator, or the National Law or Regulations have been contravened.
  - Any circumstances arising at a FDC residence or approved FDC venue that may pose a risk to the health, safety and wellbeing of children cared for at a residence or approved venue, including any renovations or other significant changes to the residence or venue, an infectious disease outbreak at the residence or venue, a bushfire, flood or other natural disaster that may affect the residence or venue.
  - Any changes in the persons, 18 years or over, residing at the registered residence including any circumstances relating to whether a person (regardless of age) who resides at the FDC residence is a fit and proper person to be in the company of children, including if the person is changed



with or convicted of a sexual offence, an offence of a violent nature, an offence involving drugs, an offence involving a weapon.

- Code of Conduct for all educators, Code of Ethics, the United Nations Convention on the Rights of the Child, the importance of families, and working within a community.
- What Self-Assessment and Quality Improvement Plans are, how these are living documents for each family day care educator, and how as a scheme we compile all information to create the scheme's QIP.

## Probation of all Educators Procedure

Upon starting as an Educator with Nurturing Family Day Care Scheme, all individuals will begin on a 3-month probation period, which presents an opportunity to guide a new educator closely, ensure they share the same ethos as the service, and establish a relationship to see that they are developing in their role as an educator.

**The approved provider and the coordination team will work diligently with a new educator by –**

- Working with them through the induction training, ensuring that all online modules have been completed successfully, answering any questions as they arise.
- Visiting them weekly or fortnightly in relation to their demonstrated education and care ability until it is deemed by the approved provider that the educator is working at the high standards expected at Nurturing Family Day Care Scheme.
- Ensuring that Family Enrolment Forms are being completed correctly and comprehensively, as well as going through the online attendance.
- Reviewing the Quality Area One practices of the new educator, mentoring and advocating where assistance is required.
- Looking holistically at the educator, and their family, to explore how the new journey is progressing.
- Promoting the importance of daily, weekly, monthly, etc. compliance and providing help with OneDrive.
- Ensuring that the registered residence or approved venue is being held to the high standards documented on the Registered and Approved Certification Assessment.
- Updating the family day care educator register if any new information has been obtained.

## Continued Coordination of all Educators Procedure

When an educator chooses and is chosen to be a part of Nurturing Family Day Care Scheme, they become educators who are with a team that have worked in the childcare industry, understand what it means to be supported and work tirelessly to ensure that an educator is never alone in their business.

**The approved provider and the coordination team will provide comprehensive collaboration with all educators by –**

- By ensuring that an approved provider or coordination team member is available by phone at all times in the instance of an emergency.
- Having office hours that coincide with the opening times of the majority of the registered residences or approved venues.



- Arranging in-depth contact with all educators on a monthly basis, primarily this will be visits to the registered residence or venue, but will also consist of skype conferences, telephone discussions, playgroups, training and meetings. It is recognised that educators come from different backgrounds, with varying degrees of experience and competency and as such Nurturing Family Day Care Scheme assesses an individual educator on their professional merit and tailors their supervision and support accordingly.
- Using visits at the registered residence or approved venue to ensure that the Registered and Approved Certification Assessment is continually being met and the risk assessment of the premise is current and effective, including assessing any water hazards (which are checked and documented monthly).
- Providing opportunities for consistent mentoring, developing education leader practices, unpacking Quality Area One, ways to communicate with enrolled families, remaining compliant and supporting the health and wellbeing of the educator and their family.
- Documenting visit notes (including registered areas, visitors, health, safety and wellbeing status) and providing the opportunity for joint reflection on a family day care educator's practice, adding to their self-assessment documentation and expanding on the QIPs as a scheme.
- Storing all visit notes and detailed communication with family day care educators in their OneDrive folder or Gmail folder for the purpose of monitoring and support.
- Ensure that the ratio for a family day care registered residence or venue is enforced at all times – a maximum of 7 children (not including visiting children with an adult attending to their care), with no more than 4 of those children preschool age or under, including that of the educator's own children. Educator's own children are included until they are 13 years old or if another adult is caring for those children (unless all children are from the same family, a child is in need of protection under child protection law or in a rural or remote location with no alternative care available).
- Ensure educators with own children that are required to be enrolled on Fully Booked have done so and that they are being signed in and out when in educator's ratios.
- Granting opportunities to discuss current practices and changes to the education and care delivery, for example the introduction of providing food, changing the environment to meet the developing milestones of the children and further improving skill sets, as well as any changes to the NQF or community standards.
- Provide training and/or educational meetings routinely in order to raise and maintain the professional development principles of all educators. Topics will cover, but are not limited to, child protection, child development, food safety, food nutrition, environments, sustainability, risk versus benefits, the EYLF and the planning cycle.
- Planning play groups and excursions throughout the community to foster networking relationships and provide opportunities for contact in a relaxed manner.

## Resignation or Termination of an Educator Procedure

While the ending of an association is never an easy decision, Nurturing Family Day Care Scheme respects the individual's right to choose a service that reflects their personal values and beliefs and understand the workload





that comes with the high-quality expectations of the approved provider may not be for every educator. The approved providers understand that this process is very individual and works with the educator on determining the timeframe this procedure will take.

**The approved provider will work with the individual educator upon the decision to conclude the partnership by–**

- Organising a time for the departure interview so a debrief of their time with Nurturing Family Day Care Scheme can occur, all documents required are checked and uploaded to OneDrive and to thank the educator for their service.
- Fostering the relationship that was already established to ensure a continued and expanding network within the community.
- Giving the departing educator the chance to provide feedback through a survey on their experience with Nurturing Family Day Care Scheme.

**Termination of an educator can be as a result of –**

- Breaching the Education and Care Services Law
- Breaching the Education and Care Services Regulations
- Breaching the Child Care Management System Guidelines and/or DEEWR listings.
- Breaching the United Nations Convention on the Rights of the Child.
- Breaching the Early Childhood Australia's Code of Ethics.
- Breaching Nurturing Family Day Care Scheme's Philosophy, Code of Conduct and/or Duty of Care.
- Breaching Nurturing Family Day Care Scheme's Policies and Procedures.

It will be at the approved provider's discretion if a breach by a family day care educator will lead to their termination, based on the risk posed to the child/ren and the severity of their failure to comply with the requirements of being a family day care educator.

If a family day care educator is terminated -

- The family day care educator will be advised in writing, including why the decision was made.
- The approved provider will notify the families enrolled at the registered residence or venue that the family day care educator is closing, while maintaining confidentiality of the situation.
- The approved provider will offer support and guidance to the families during this transition, as well as attempting to find a new education and care setting if required.
- The approved provider will notify the required regulatory authorities that the family day care educator is no longer with Nurturing Family Day Care Scheme.
- If there is required notifications to the regulatory authority as per the Child Protection and Safe Environments Policy and/or the Complaints Policy, it will be done within the allocated timeframe.

## Sources

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

- **Section 3, Objectives and guiding principles.**



- Section 51, Conditions of service approval
- Section 164, Offence relating to assistance to family day care educators.
- Section 165, Offence to inadequately supervise children.
- Section 166, Offence to use inappropriate discipline.
- Section 167, Offence relating to protection of children from harm and hazards
- Section 168, Offence relating to required programs.
- Section 169, Offence relating to staffing arrangements
- Section 172, Offence to fail to display prescribed information.
- Section 174, Offence to fail to notify certain information to Regulatory Authority.
- Section 175, Offence relating to requirement to keep enrolment and other documents.
- Reg 29, Conditions on service approval- insurance.
- Reg 30, Condition on service approval- family day care educator insurance.
- Reg 55, Quality improvement plans.
- Reg 56, Review and revision of quality improvement plan.
- Reg 73, Educational program.
- Reg 74, Documenting of child assessments or evaluations for delivery of educational programs.
- Reg 75, Information about educational program to be kept available.
- Reg 76, Information about educational program to be given to parent
- Reg 77, Health, hygiene and safe food practices.
- Reg 78, Food and beverages.
- Reg 79, Service providing food and beverages.
- Reg 80, Weekly menu.
- Reg 81, Sleep and rest.
- Reg 82, Tobacco, drug and alcohol-free environments.
- Reg 83, Staff members and family day care educators are not to be affected by alcohol or drugs.
- Reg 84, Awareness of child protection law.
- Reg 89, First Aid kits.
- Reg 97, Emergency and evacuation procedures.
- Reg 98, Telephone or other communication equipment.
- Reg 101, Conduct of risk assessment for excursion.
- Reg 103, Premises, furniture and equipment to be safe, clean and in good repair.
- Reg 104, Fencing.
- Reg 105, Furniture, materials and equipment.
- Reg 106, Laundry and hygiene facilities.
- Reg 109, Toilet and hygiene facilities.
- Reg 110, Ventilation and natural light.
- Reg 116, Assessments family day care residences and approved family day care venues.
- Reg 117, Glass.
- Reg 118, Educational leader
- Reg 119, Family day care educator and family day care assistant to be at least 18 years old.
- Reg 121, Application of Division 3.



- Reg 122, Educators must be working directly with children to be included in ratios.
- Reg 124, Number of children who can be educated and cared for-family day care educator.
- 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, 143A, Minimum requirements of a family day care educator
- Reg 144, Family day care assistant.
- Reg 148, Educational leader
- Reg 153, Register of family day care educators, coordinators, and educator assistants.
- Reg 155, Interactions with children.
- Reg 159, Children's attendance record to be kept by family day care educator.
- 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 in relation to persons at residence.
- Reg 165, Record of visitors.
- Reg 166, Children no to be alone with visitors.
- Reg 168, Education and care services must have policies and procedures.
- Reg 169, Additional policies and procedures - Family day care service
- Reg 170, Policies and procedures to be followed
- Reg 171, Policies and procedures to be kept available
- Reg 172, Notification of change to policies or procedures
- Reg 176, Time to notify certain information to Regulatory Authority.
- 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 166, Children not to be alone with visitors.
- Reg 168, Education and care services must have policies and procedures.
- Reg 169, Additional policies and procedures- family day care service

#### National Quality Standard (Updated February 2018)

- 1.1, The educational program enhances each child's learning and development.
- 1.2, Educators facilitate and extend each child's learning and development.
- 2.1, Each child's health and physical activity is supported and promoted
- 2.1.1, Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
- 2.1.2, Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
- 2.1.3, Healthy eating and physical activity are promoted and appropriate for each child.



- 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.
- 2.2.2, Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
- 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.
- 3.1.1, Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
- 3.1.2, Premises, furniture and equipment are safe, clean and well maintained.
- 3.2.1, Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.
- 4.1, Staffing arrangements enhance children's learning and development.
- 4.2, Management, educators, and staff are collaborative, respectful and ethical.
- 5.1, Respectful and equitable relationships are maintained with each child.
- 5.2, Each child is supported to build and maintain sensitive and responsive relationships.
- 6.1, Respectful relationships with families are developed and maintained and families are supported in their parenting role.
- 6.2, Collaborative partnerships enhance children's inclusion, learning and wellbeing.
- 7.1, Governance supports the operation of a quality service.
- 7.1.1, A statement of philosophy guides all aspects of the service's operations.
- 7.1.2, Systems are in place to manage risk and enable the effective management and operation of a quality service.

ACECQA

Early Years Learning Framework

ECA Code of Ethics

United Nations Convention on the rights of the child.

## Review

The policy will be reviewed annually.

The review will be conducted by:

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

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