



# Assessment of Residents and Assistants Policy

## Covers

- Enrolment of an Assistant Educator Procedure
- Assessment of Residents Procedure

## Intention

The approved provider acknowledges at times that an assistant family day care educator may need to be used and as such guarantees that they are always working within the regulatory requirements, including that of being a fit and proper person. Nurturing Family Day Care Scheme understands that for the majority of businesses, are operated out of a family home, which has residents that also live within the same premises. It is vital that for the health, safety, and well-being of all children, that they too are fit and proper individuals to be near children.

It is an offence for any adult not to report sexual offence against a child by another adult to police. This means all adults have the responsibility to report sexual offences against children to police. For this law, a *child* means a person under 16 or a person under 18 with an impairment of the mind (<https://www.qld.gov.au/law/crime-and-police/types-of-crime/sexual-offences-against-children/laws#impairment>).

## Overview

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



The assessment of an individual who is called upon as an assistant, or a person who resides at a registered residence is covered by -

- Education prior to the commencement of educating and caring in a registered residence or venue.
- Implementing an enrolment process for assistant educators.
- Continually monitoring residents of a registered residence.

The approved provider of the service will ensure –

- That each policy and procedure is fulfilled by the individual educator before and during their time with Nurturing Family Day Care Scheme.
- That assistant educators meet the minimum requirements as stated in the enrolment procedure.
- That a comprehensive orientation and induction process occurs for all educators, covering policies and procedures to ensure that family day care educators understand and adhere to the conditions surrounding residents and assistant family day care educators.
- That documentation is gathered, updated, and stored according to the Collection and Storage of Confidential Documents Policy.

## 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.
- 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 -**

- In the absence of the family day care educator in charge to transport a child between the registered residence or venue and
  - School
  - Another approved education and care service and/or
  - The child's home
- Providing education and care 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 always present, to educate and care for the children at the registered residence or venue.

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 (proof of DOB maybe driver's lic or passport).
- The assistant educator's contact details, including phone and email address.
- The details of the registered residence or approved venue where the assistant will be working.
- The assistant educator's enrolment date with the scheme.
- The date the assistant educator will no longer be providing any education and care with a family day care educator, resigned, or were terminated with the scheme.
- 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.**
- The Blue Card is linked on the Blue Card Portal.

## Assessment of Residents 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, this includes information about the residents within the registered residence (or venue in applicable). All residents of a premises must be fit and proper individuals, and a family day care business cannot be held at this premise until all procedures are met.

At no time should residents of a family day care residence be left alone with an enrolled child.

- A record of 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 Blue Card is linked on the Blue Card Portal (proof of DOB is required by either a Driver's Lic or Passport).
- 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 (or impending changes) to the individuals residing at the registered residence or approved venue.
- 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 any circumstances relating to a person who resides, or intends to reside, at the educator's family day care residence that may affect whether the person is a fit and proper person to be in the company of children (regulation 164).
- Any circumstances relating to whether a person 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; if a person's application for a working with children or vulnerable people check is revoked, suspended or rejected; if the person is prohibited from working with children.

For residents that are under the age of 18, they will be listed on the Family Day Care Educator's Register, with information regarding teenagers listed so it is visible they are soon to be turning 18.

- 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 (or impending changes) to the individuals residing at the registered residence or approved venue.
- 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 any circumstances relating to a person who resides, or intends to reside, at the educator's family day care residence that may affect whether the person is a fit and proper person to be in the company of children (regulation 164).
- Any circumstances relating to whether a person 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.

## 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 167, Offence relating to protection of children from harm and hazards
- Section 175, Offence relating to requirement to keep enrolment and other documents.
- Section 269, Register of family day care educators.
- Reg 84, Awareness of child protection law.
- Reg 116, Assessments family day care residences and approved family day care venues.
- Reg 119, Family day care educator and family day care assistant to be at least 18 years old.
- Reg 127, Family day care educator qualifications
- Reg 136, First aid qualifications
- Reg 143A, Minimum requirements of family day care educator
- Reg 144, Family day care assistant
- Reg 153, Register of family day care educators, coordinators, and educator assistants.
- 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 170, Policies and Procedures to be followed
- Reg 171, Policies and Procedures to be kept
- Reg 172, Notification of change to Policies and Procedures
- 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.
- 4.2, Management, educators, and staff are collaborative, respectful and ethical.
- 6.1, Respectful relationships with families are developed and maintained and families are supported in their parenting role.
- 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.



**Early Years Learning Framework  
ECA Code of Ethics**

## Review

The policy will be reviewed annually.

The review will be conducted by:

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

Created: May 2017

Reviewed: September 2017

March 2018

October 2018

October 2019

November 2020

November 2021

November 2022

November 2023

November 2024

Next review: November 2025