



KEEPING A REGISTER OF FDC EDUCATORS, CO-ORDINATORS AND EDUCATOR ASSISTANTS POLICY

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DIVISION: Sport, Community and Activation

BRANCH: Community Outcomes - Family Day Care

CATEGORY: 3

PART 1 – INTRODUCTION

1. BACKGROUND

- 1.1 The *Education and Care Services National Regulations* require Approved Providers to ensure their services have policies and procedures in place in relation to keeping a register of Family Day Care (FDC) educators (including educator assistants and relief educators) and Co-ordinator's.
- 1.2 Record keeping is an integral part of the management of a service. Importantly, it can support quality education and care, as well as the safety and wellbeing of the children. A service's register of educators and co-ordinator's lists how these staff members meet requirements, including first aid and the working with children clearance. Information from the register can be requested by the Regulatory Authority and their authorised officers.

2. OBJECTIVE

- 2.1 We are committed to good record keeping practices to support the delivery of quality education and care for the children at the service. This includes meeting all requirements for the register of FDC educators and co-ordinator's.

3. SCOPE

- 3.1 This policy applies to:
 - Camden Council FDC Service
 - Staff
 - Educators

4. DEFINITIONS

- 4.1 **Australian Children's Education and Care Quality Authority (ACECQA)** means the independent national authority that assists governments in administering the *National Quality Framework* including the provision of guidance, resources, and services to support the sector to improve outcomes for children.
- 4.2 **Approved Provider** means a person who holds a provider approval (*Education and Care Services National Law*). A provider approval authorises a person to apply for one or more education and care service approvals and is valid in all jurisdictions. The Approved Provider for the purposes of this policy is Camden Council.

- 4.3 **Co-ordination Unit** means the Camden Council FDC principal office and main faculty for running the Service from which Camden staff work.
- 4.4 **Co-ordinator** means a member of the Co-ordination Unit employed by the Approved Provider to monitor and support the FDC educators registered with the service.
- 4.5 **Educator** means an individual suitably qualified and registered by Camden Council FDC to provide education and care and refers to the educator as the business owner, educator assistant or relief educator.
- 4.6 **Family Day Care (FDC)** means a type of education and care service that is run from the educator's own residence or an approved venue for the purpose of educating and caring for small groups of children aged 0-12 years.
- 4.7 **FDC Service** means the FDC education and care business of each individual educator or refers to Camden Council FDC service.
- 4.8 **Register** means an official list of names and details relating to educators registered with Camden Council FDC and FDC staff working in the role of Co-ordinator.
- 4.9 **Regulatory Authority** means the agency or department in each state or territory who administers the National Quality Framework (NQF). They are responsible for granting approvals, including provider approval and service approvals, assessing and rating services against the National Quality Standard and working with ACECQA to promote continuous quality improvement and educate the sector and community about the NQF.
- 4.10 **Staff** means employees of Camden Council FDC.
- 4.11 **Working with Children Check (WWCC)** means a notice, certificate or other document granted to, or with respect to, a person under a working with children law to the effect that the person has been assessed as suitable to work with children; or there has been no information that if the person worked with children the person would pose a risk to the children; or the person is not prohibited from attempting to obtain, undertake or remain in child-related employment.

PART 2 - POLICY STATEMENT

5. PRINCIPLES

- 5.1 We prioritise the health, safety, and wellbeing of the children. We ensure that our educators (including educator assistants and relief educators) and co-ordinator's meet requirements, as recorded in the register.
- 5.2 We recognise the importance of record keeping as part of our governance and management requirements. We ensure that our register of educators and co-ordinator's is accurate and kept up to date.
- 5.3 We believe that effective communication is important in the management of our service. We have effective systems in place to gather up-to-date information from our educators and co-ordinator's.

6. CONSIDERATIONS

- 6.1 The register will be kept at the co-ordination unit, updated as required and a copy provided to the Regulatory Authority upon request.
- 6.2 Information recorded in the register will include:
- Approved Provider number and the date granted.
 - Details where applicable for each educator (including educator assistants and relief educators) and co-ordinator:
 - Full name, date of birth and contact details (including address).
 - The address of the FDC residence or approved venue (stating whether it is a residence or approved venue).
 - The date they were registered – or ceased to be registered – with the service.
 - Their usual days and hours of operation.
 - Evidence of approved education and care qualifications.
 - Evidence of current approved training in first aid, anaphylaxis management and emergency asthma management.
 - Evidence of any other training.
 - Copy of the Working with Children Check (WWCC) clearance.
 - For educator assistants, the name of the educator they assist.
 - For educators, the full names, and dates of birth of each child they care for and the days and hours care is usually provided to them.
 - For educators, the name and date of birth of people who normally reside at the FDC residence and a record of the date the WWCC or application was verified.
 - Evidence that the FDC educator is adequately monitored and supported by a co-ordinator, including:
 - Dates and times of visits to the residence or venue or phone calls.
 - Details of supporting correspondence or written materials provided to the FDC educator.

7. ROLES AND RESPONSIBILITIES

7.1 Approved Provider

- Ensure that obligations under the *National Quality Framework* are met.
- Ensure the nominated supervisor and co-ordination unit have access to appropriate resources for the development, implementation, training and ongoing management of this policy and its related procedures.

- Ensure this policy and related procedures are in place.
- Ensure that the register is kept at the co-ordination unit.
- Ensure that the register includes all prescribed information
- Take reasonable steps to ensure the information in the register is accurate.
- Provide any information in the register (and any changes) to the Regulatory Authority upon request within 24 hours of the request.
- Keep the information in the register until the end of three years after the educator's or co-ordinator's cease to be registered or employed with the service.
- Take reasonable steps to ensure that Nominated Supervisor, staff, and educators follow this policy and procedures.
- Ensure that copies of the policy and procedures are readily accessible to educators and FDC staff, and available for inspection.
- Notify families at least 14 days before changing the policy or procedures if the changes will affect the fees and charges and/or significantly impact the service's education and care of children or the family's ability to utilise the service.

7.2 Nominated Supervisor

- Ensure that regulatory responsibilities are met in relation to keeping a register of educators and co-ordinators.
- Ensure the Approved Provider is notified of any changes to the information recorded in the register.
- Provide any information in the register (and any changes) to the Regulatory Authority upon request within 24 hours of the request.
- Take reasonable steps to ensure that staff and educators follow this policy and related procedures.

7.3 Coordination Unit Staff

- Ensure they follow Camden Council FDC policy and procedures and implement and maintain all requirements under these and as directed by the nominated supervisor.
- Implement this policy and procedures and ensure all required actions are in place.
- Monitor the register and ensure the information and documentation on file is up to date.
- Support educators with notifying the co-ordination unit of any changes to the information recorded in the register.

- Notify the Nominated Supervisor of any changes to their information recorded in the register, including personal information; qualifications; training; working with children clearance, such as a WWCC or teacher registration; and details of monitoring of and support provided to the educator.

7.4 Educators

- Notify the Approved Provider of any changes to the information recorded in the register, including personal information; qualifications; training; working with children clearance for themselves and adult residents; details of the children being educated and cared for; and details of Residents.
- Comply with the co-ordination unit's requirements related to this policy and procedures.

8. INDUCTION AND ONGOING TRAINING

- 8.1 Induction will be implemented prior to an educator being registered with the service, and annually at the time of re-registration, focusing on this policy and related procedures.
- 8.2 Induction and ongoing training will be implemented for all FDC staff, focusing on this policy and related procedures.

9. MONITORING, EVALUATION AND REVIEW

- 9.1 This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this policy every three years.
- 9.2 Families and FDC staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.
- 9.3 In accordance with Regulation 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

10. SOURCES AND RESOURCES

- [ACECQA FDC approved provider compliance responsibilities](#)
- [ACECQA Guide to the National Quality Framework](#)
- [ACECQA Opening a new service](#)
- [ACECQA Record keeping in FDC services](#)
- [ACECQA Register of FDC educators, co-ordinator's and assistants](#)
- [ACECQA Requirements for FDC providers](#)

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RELEVANT LEGISLATIVE INSTRUMENTS: *Children (Education and Care Services) National Law (NSW)*
Education and Care Services National Regulations
National Quality Standard | Australian Children's Education and Care Quality Authority (ACECQA)

RELATED POLICIES, PLANS AND PROCEDURES: Assessment of FDC educators and resident's policy
Engagement or registration of FDC educators and educator assistant's policy
Governance and management policy
Keeping a register procedure
Monitoring, support, and supervision of FDC educator's policy
Providing a child safe environment policy
Provision of information, assistance, and training to FDC educator's policy

RESPONSIBLE DIRECTOR: Director Sport, Community and Activation

APPROVAL: General Manager through the Executive Leadership Group.

HISTORY:

Version	Approved by	Changes made	Date	EDMS Number
1	ELG	New	19/05/2022	22/221258