

ENGAGEMENT AND REGISTRATION OF FAMILY DAY CARE EDUCATORS POLICY

WHY?

Thrive Group Tasmania is committed to engaging the best Family Day Care Educators, Assistants and Relief Educators in accordance with the *Education and Care Services National Law* and the *Education and Care Services National Regulations - 169*.

Thrive will ensure the Family Day Care Educators, Assistants and Relief Educators they register are appropriately experienced and qualified which will result in an excellent service provision for the children and families using the service.

WHO?

This policy applies to the following persons:

- Approved Provider (Thrive)
- Thrive Management
- All Staff
- Family Day Care Educators, Assistants and Relief Educators
- Volunteers
- Students on professional experience placements
- Others involved in the provision of education and care

All of the above will be made aware of the requirements of this policy and procedure and this will be undertaken as a part of the registration/induction process.

WHAT?

Recruitment/Engagement

Thrive will act in accordance with the Recruitment and Selection Policy and Procedure which provides clear guidelines about the recruitment process, whilst ensuring an equitable, fair and transparent process is adhered to when recruiting Family Day Care Educators, Assistants and Relief Educators.

Similarly, Thrive will act in accordance with the *Education and Care Services National Law and Regulations* when selecting and registering Family Day Care Educators, Assistants and Relief Educators.

Prospective Family Day Care Educators, Assistants and Relief Educators will be provided with a clear understanding of the requirements and expectations of these roles, which will enable them to make an informed choice that this is the right position for them.

Registration

Registration with Thrive means that a Family Day Care Educator and his/her residence has been assessed as meeting all the necessary criteria for the operation of a Family Day Care service.

Approval will be for a twelve-month period and a registration certificate will be issued which details the period of validity, child/educator ratios, unregistered areas of the residence as well as any other specific conditions.

ENGAGEMENT AND REGISTRATION OF FAMILY DAY CARE EDUCATORS POLICY

An Educator, Assistant or Relief Educator can provide care and education for up to four children under school age at any one time, with a maximum group size of seven children under 12 years on the premises at one time, i.e. 4 children under school age and 3 children school age. The Educator, Assistant or Relief Educator's own children are to be included in the overall numbers when present during the hours of service.

WHEN?

As deemed appropriate and to meet areas of high need and/or resource shortages, Thrive will undertake the necessary recruitment to fill Family Day Care Educators and Assistants vacancies. Such engagement and registration will be carried out in accordance with the relevant Thrive policies and procedures and applicable legislative guidelines to ensure all compliance requirements are met and the process is fair, consistent and thorough.

The following criteria represents the benchmark that Thrive utilises, when engaging and registering Family Day Care Educators, Assistants and Relief Educators:

Minimum eighteen years of age.

Minimum attainment of, or actively working towards a Certificate III level Education and Care qualification.

Be fit and proper.

Prior experience in the provision of care of young children.

Provide a compliance history statement.

A current Working with Vulnerable People Check for the applicant and all adult residents of the Family Day Care household.

A National Police check no more than six months old.

Proda registration

Two satisfactory reference checks from work related referees.

Current first aid certification, including approved first aid in an education and care setting, CPR, emergency asthma and anaphylaxis management.

Potential applicants will also have the following professional and personal attributes: be able to relate to children; ability to provide a nurturing and safe environment in which children's wellbeing and development are paramount; have the ability to provide quality play and fun learning experiences; respect diversity (different backgrounds, lifestyles, values and needs); be well organised and have the ability to manage both the childcare and administration components of the position and be willing to accept feedback and seek support as needed.

ENGAGEMENT AND REGISTRATION OF FAMILY DAY CARE EDUCATORS POLICY

Similarly, applicants being considered will also need to demonstrate: enthusiasm, energy and a strong commitment to working with children and families; an open and welcoming mannerism; sound communication and interpersonal skills; and eagerness to learn and continually improve self and care practices; high level of motivation and responsibility; adaptability, being a team player and the ability to balance work and family commitments.

Any deliberate breaches of this policy may result in disciplinary action being taken against the employee or person.

Thrive will provide all staff, Educators, Assistants and Relief Educators covered by this policy with the appropriate training so they are made aware of their responsibilities and obligations.

Thrive retains the sole discretion to reasonably vary, terminate or replace this policy from time to time. Thrive will consult before any amendments are made and will notify and train those to whom the amendments apply.

All persons covered under the paragraph 'Who' that breach this policy may be subject to the appropriate disciplinary action in accordance with the Disciplinary Policy and Procedure or removal from the workplace or termination of services (workers, other than employees and other persons in the workplace).

**ENGAGEMENT AND REGISTRATION OF FAMILY DAY
CARE EDUCATORS PROCEDURE****HOW?**

The following procedures represent a generalised approach to the recruitment, selection and registration of Family Day Care Educators, Assistants and Relief Educators. Thrive, does recognise that a level of flexibility may need to be applied, especially in the circumstances where the applicant resides in a remote area or where the applicant is from a non-English speaking background.

Upon initial contact with the potential Family Day Care Educator, Assistant or Relief Educator, Thrive will:

Provide an Educator Enrolment Pack to be completed by the applicant.

Gather the following information: personal details (name, address, contact details); qualifications and previous experience working with children; details of any family members residing at the residence, including the number and ages of any children and the residence details (owned/rental).

Provide a brief overview of the recruitment and selection process relating to the person and premise requirements; outline the process for the potential applicant to become registered; detail the demand in the prospective educator's area and the child/educator ratios.

Email or post an application pack comprising of a family day care application form, referee request, frequently asked questions, working with vulnerable people check application, a compliance history statement, a landlord permission form (where applicable) and a Thrive information guide

The potential applicant will have an initial premises assessment of the proposed residence. Fill out forms within the application pack and have an interview with Thrive recruitment staff/management.

Thrive will conduct an interview in accordance with their Recruitment and Selection Policy and Procedure and the specific interview questioning will focus on: past experience working with young children; views and understanding of young children's needs; professional qualities of an educator; program considerations and types of experiences; health and safety requirements; communication and relationship building strategies; confidentiality; personal strengths and skills and perceived challenge areas. The responses that the potential applicant provides will be documented by the Thrive representative conducting the interview.

The residence assessment will involve: sighting proposed indoor and outdoor areas for family day care use; using an initial premises assessment tool which specifies criteria to be met and identifying and documenting compliance requirements. Please refer to the *Assessment of Family Day Care Educators and Persons Residing at the Family Day Care Residence Policy* for further information relating to this.

Following on from the interview and assessment, Thrive will forward the applicant an email confirming requirements that need to be met for registration, a copy of the residence assessment and confirm induction training dates.

The induction process will be in accordance with Thrive's Induction Policy and Procedure.

**ENGAGEMENT AND REGISTRATION OF FAMILY DAY
CARE EDUCATORS PROCEDURE*****Final Registration Visit.***

A final premises assessment will be arranged by an Thrive representative and this will serve as the final interview and residence check to ensure compliance with Thrive policies and national legislation.

Documentation to be finalised and registration approval sought.

Educators, Assistants and Relief Educators will need to supply Thrive with all completed documentation and copies of their evidence and qualification certification (that hasn't been previously supplied) which will be retained on their personnel file at Thrive head office.

The signed Family Day Care Agreement and completed registration certificate will be forwarded to the appropriate manager at Thrive for approval. Upon registration approval, the Educator will be forwarded a letter and registration certificate.

BREACH OF THE PROCEDURE

Any breach of this procedure may result in disciplinary action including, but not limited to, termination of employment.

Thrive retains the sole discretion to reasonably vary, terminate or replace this procedure from time to time. Thrive will consult before any amendments are made and will notify and train those to whom the amendments apply.

POLICY VERSION & REVISION INFORMATION:

Policy Authorised by: General Manager
Review Date/s:
Review Date: As required by GM or as legislation changes

Original Issue: July19
Current Version: Mar 22Ver1
NOTE: The digital version of this document is the most current version. Printed versions cannot be relied upon for accuracy and are always superseded by a digital copy.