

### FAMILY DAY CARE EDUCATOR ASSISTANT/ RELIEF EDUCATOR POLICY

#### WHY?

Thrive Group Tasmania recognises the importance and value of having authorised support personnel to assist Family Day Care Educators. This may be in the form of Family Day Care Educator Assistants or Relief Educators. Such support may enable Educators to better meet the needs of all children in care; contribute to quality outcomes for children; facilitate continuity of care in an Educators absence and minimise possible disruptions to children's daily routines and family arrangements.

#### 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
- Families enrolled with Thrive Family Day Care Service

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?

It is important to define the roles of a Family Day Care Educator Assistant and Relief Educator and identify the differences between the two positions. Likewise, this policy will outline the registration and assessment requirements for each.

**Family Day Care Educator** - referred to as the Primary Educator is a person registered with Thrive to provide education and care to children in his/her own residence or other approved Family Day Care venue.

**Family Day Care Educator Assistant** – is a person registered with Thrive to assist a Primary Educator either while the Primary Educator is providing care for children or when the Primary Educator is absent for short periods of time in specific circumstances. For example, when transporting children to and from school, or another child care service and/or to the child's home.

An Educator Assistant cannot be engaged by a Primary Educator for the purposes of covering non-emergency absences which exceed four hours or to cover absences for regular appointments as per National Regulation 144

**Family Day Care Relief Educator** – is a person registered with Thrive to relieve Primary Educators in their absence. Relief care may be provided on a short term or long term (i.e. more than one week) basis; on an irregular or regular basis and for a range of reasons, including but not limited to enabling the Primary Educator to attend regular appointments or to take leave.

Relief Educators need to be available to the broader Family Day Care Educator community, and relieve different Educators as needed and required.

## **FAMILY DAY CARE EDUCATOR ASSISTANT/ RELIEF EDUCATOR POLICY**

**Family Day Care Educator Assistant and Relief Educator Registration Requirements** – all must be approved and registered by Thrive and satisfy the ‘fit and proper’ criteria. They must also be a minimum of eighteen years of age; have a current Working with Vulnerable People check; satisfy two reference checks; have a current first aid qualification and provide first aid in an education and care setting, plus anaphylaxis management and emergency asthma management; and satisfactory health (i.e. no health conditions which may affect the person’s ability to provide relief care).

Assistants and Relief Educators must undertake Thrive’s induction training; be able to comply with legislative requirements and Thrive’s policies and procedures and be familiar with public liability insurance requirements pertaining to their position.

Educator Assistants will be covered under the public liability insurance policy of the Primary Educator. A Relief Educator who provides relief or support to multiple Primary Educators will require his/her own public liability insurance.

Relief Educators must also have, or be working towards an approved Certificate III Education and Care qualification and be prepared to meet Thrive’s core training requirements for Educators. These qualification and training requirements **do not** apply to Family Day Care Educator Assistants.

Relief Educators engaged by Thrive are not precluded from holding a registration with another Family Day Care service as well, providing that: the Educator gives their written commitment that that will adhere to Thrive’s confidentiality policy and procedures and not disclose any confidential or sensitive information to staff or Educators or another service; the Relief Educator adheres to all Thrive systems and organisational expectations while working under the Thrive service umbrella.

**Registration Approvals** – Family Day Care Educator Assistants and Relief Educators will be approved by the Statewide Family Day Care Manager and re-assessment will occur annually.

**Registration Certificates** – all registration certificates will specify the maximum number and ages of children who can be cared for by a Family Day Care Educator Assistant or Relief Educator.

Certificates issued to Educator Assistants will identify the Primary Educator(s) for whom the Assistant can provide support and the address at which such support is able to take place.

Certificates issued to Relief Educators will confirm the Educators capacity to take on the registration of the Primary Educator while providing relief care.

**Parental Authorisation** – it is the responsibility of the Primary Educator to notify families of their intention to use an Assistant or Relief Educator and obtain written authorisation for such use.

**NCN Authorisation** – Primary Educators must notify Thrive on each occasion that they plan to use an Educator Assistant or Relief Educator for a non-regular appointment.

**FAMILY DAY CARE EDUCATOR ASSISTANT/  
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**WHEN?**

A Family Day Care Educator Assistant can be engaged to assist a specific Primary Educator while the Primary Educator is working or when the Primary Educator is absent for a limited period and for a specific purpose.

A Relief Educator can be engaged to relieve Primary Educators on a short term or long term (more than one week) basis or on a more irregular basis and for a variety of reasons.

Educator Assistants and Relief Educators must comply with legislative requirements, Thrive policies and procedures and conditions of registration at all times that they are providing assistance or relief care at a Primary Educator's premises.

Parental authorisation must be obtained by Primary Educators prior to engaging Family Day Care Educator Assistants or Relief Educators.

Thrive is to be notified each time that a Primary Educator is planning to use an Educator Assistant or Relief Educator.

Any deliberate breaches of this policy, for example if ratios are exceeded without consent from Thrive, may result in disciplinary action being taken against the employee.

Thrive will provide all staff and 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).

**POLICY VERSION & REVISION INFORMATION:**

Policy Authorised by: General Manager  
Review Date/s: JULY18, JAN19, July19  
Review Date: As required by GM or as legislation changes

Original Issue: JUN16  
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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.

**FAMILY DAY CARE EDUCATOR ASSISTANT/  
RELIEF EDUCATOR PROCEDURE**

**HOW?**

***Primary Educator's Responsibilities:***

Contact Relief Educator to establish availability, anticipated hours and the number of children and to tentatively book day/s needed.

The registered Educator must notify Thrive of the booking made with the Relief Educator.

Discuss care needs with parents of children normally booked for care during the proposed relief care period.

Have parents complete any relevant documentation including a Service/Care Agreement if relevant, acknowledging the care booked with the Relief Educator.

Discuss the normal routines and the day's program with the Relief Educator.

***Relief Educator's Responsibilities:***

The Relief Educator's Certificate of Registration must be displayed in a prominent position, at the service of the Primary Educator, during the hours that relief care is provided.

The Relief Educator must inform Thrive of the days, hours and location that has been booked.

If the Relief Educator is unable to meet the commitment after accepting the booking, the Primary Educator must be informed as soon as possible and attempt to find a replacement Educator.

The Relief Educator must ensure the accurate completion of attendance records, including mention on the attendance record that they were the Educator in charge on that day.

To ensure the childcare environment continues to comply with the National Regulations and National Quality Standards, whilst they are in charge.

Parents are charged the same fee for relief care as they would be charged for their usual care arrangements. Any payment made to the Relief Educator by the Primary Educator shall be negotiated between the two parties.

***Before relief care commences, the Primary Educator must ensure that the Relief Educator knows the:***

Location of the first aid kit, fire safety equipment and emergency phone numbers, as well as understanding the evacuation plan in an emergency, policies and procedures.

Location of children's records and emergency contacts.

Management plans for children with allergies or medical conditions.

Daily programs and routines.

**FAMILY DAY CARE EDUCATOR ASSISTANT/  
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***Implementation:***

The Primary Educator and Relief Educator collectively may only provide care for the maximum allowable number of children as per the *Education and Care Services National Regulations*.

Relief Educators must be introduced to the parents of the children to be cared for, at the first opportunity.

Written parental permission is to be obtained prior to a child being placed in the care of a Relief Educator.

Parents are not obliged to accept relief care arrangements. They may choose to find alternate care with another Family Day Care Educator or they may make their own private arrangements.

**BREACH OF THE PROCEDURE**

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

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.