

ASSESSMENT OF FAMILY DAY CARE EDUCATORS AND PERSONS RESIDING AT FAMILY DAY CARE RESIDENCE POLICY

WHY?

Thrive Group Tasmania is committed to ensuring the safety, welfare and wellbeing of children utilising the Family Day Care Service. This will be achieved through continuous assessment of our Educators, Assistants and Relief Educators and any persons residing at the Family Day Care Educators residence, in accordance with the *Education and Care Services National Law – Section 163 & 169* and the *Education and Care Services National Standards - 7.1*.

WHO?

This policy applies to the following persons:

- Approved Provider (Thrive)
- Thrive Management
- Family Day Care Educators, Assistants and Relief Educators
- All Staff
- Volunteers
- Students on professional experience placements
- Others involved in the provision of Family Day Care Services
- Families/children enrolled with and whom attend Thrive Services
- Other persons residing at the Family Day Care Educators residence

The above persons 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?

Thrive Family Day Care service will provide a child safe environment for every child in our care and ensure that the right people are chosen and registered to work with the families and children who utilise the service of Thrive.

Thrive Family Day Care service will ensure that:

Educators, Assistants and Relief Educators working with children or those residing at the premises of a Family Day Care residence, over the age of 18 are deemed fit and proper to be around children, by certifying that Working with Vulnerable People Checks are carried out in accordance with the *Education and Care Service National Law and Regulations*.

Educators, Assistants, Relief Educators and potential Educators provide the relevant documentation demonstrating they are a fit and proper person.

Educators, Assistants and Relief Educators are at least eighteen years of age and hold current first aid in an education and care setting, CPR, and, emergency asthma and anaphylaxis management certificates.

Family Day Care Educators and Relief Educators, must have a current national police check not older than six months old.

The relevant agencies/organisations are notified in writing of any changes to residents or persons intending to reside at the premise who are over eighteen years of age.

POLICY VERSION & REVISION INFORMATION:

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

Original Issue: July19
Current Version: Mar22Ver1
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.

**ASSESSMENT OF FAMILY DAY CARE EDUCATORS
AND PERSONS RESIDING AT FAMILY DAY CARE
RESIDENCE POLICY**

A record of Educators, Assistants and Relief Educators, nominated supervisors, volunteers, students on professional experience placements engaged at the Family Day Care service is maintained and kept up to date.

WHEN?

Thrive head office must be advised as soon as practicable of:

Any circumstances relating to Family Day Care Educators, Assistants and Relief Educators or persons residing at the Family Day Care residence changes that may affect whether the person is fit and proper to be in the company of children.

Similarly, of any new persons residing at the residence who is eighteen years of age or over, to enable them to complete a Working with Vulnerable People check.

Any deliberate breaches of this policy may result in disciplinary action being taken against the employee or Family Day Care Educator.

Thrive will provide all staff and Family Day Care 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).

POLICY VERSION & REVISION INFORMATION:

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

Original Issue: July19
Current Version: Mar22Ver1
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.

**ASSESSMENT OF FAMILY DAY CARE EDUCATORS
AND PERSONS RESIDING AT FAMILY DAY CARE
RESIDENCE PROCEDURE**

HOW?

Assessment will include, but is not limited to:

Ensuring that appointed Family Day Care Educators, Assistants and Relief Educators have the required qualifications and proof of the same has been provided to Thrive. As qualifications are updated (i.e. first aid in an education and care setting, emergency asthma and anaphylaxis management and CPR), educators are to provide evidence of this to Thrive.

In addition to, Educators, Assistants and Relief Educators being suitably experienced in the delivery of educational programs for children (as demonstrated on an educator resume and confirmed throughout the reference check process).

A current Working with Vulnerable People Check for the Educator, Assistant or Relief Educator and any persons over the age of eighteen years, must be provided to Thrive and retained on the educators personnel file. A current national police check is required for the Educator and Relief Educator and may also be requested at any time by Thrive for the persons residing at the same residence.

Thrive will maintain regular contact with educators through telephone calls, email, field visits and support visits. In doing this, Thrive will assess the educator's awareness and sensitivity towards the needs of the children and families, as well as how the Educator responds to different cultures, religions, disabilities and persons from varying socio-economic backgrounds.

Conducting field visits, some of which may be unannounced at different times of the day to enable Thrive to observe all children in care. These visits may be to the Family Day Care Educator's home, to other venues and when on excursions.

Undertaking performance reviews with the Educators, Assistants and Relief Educators and providing feedback on performance and suitability. This will also highlight any professional development requirements.

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.

POLICY VERSION & REVISION INFORMATION:

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

Original Issue: July19
Current Version: Mar22Ver1
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.