

FAMILY DAY CARE EDUCATOR/ CHILD RATIO POLICY

WHY?

Thrive Group Tasmania understands the importance of maintaining the correct and appropriate Family Day Care Educator to child ratios in accordance with the *Education and Care Services National Law* and the *Education and Care Services National Regulations - 124*.

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

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?

A Family Day Care Educator must not educate and care for more than seven children between the ages of zero and thirteen years, at any one time. Additional information about the Educator/child ratio is detailed in the Family Day Care Educator/Child Ratio Procedure.

WHEN?

Family Day Care Educator/child ratios are to be adhered to at all times.

Educators are to contact the Statewide Family Day Care Manager immediately if exceptional circumstances arise which may justify the approval of more than seven children or more than four children of pre-school age or under.

Family Day Care Educators are to have strategies in place on an ongoing basis to support the maintenance of the legislative ratios.

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 Educator, Assistant or Relief Educator.

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 that the amendments apply to.

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).

**FAMILY DAY CARE EDUCATOR/
CHILD RATIO PROCEDURE****HOW?*****Family Day Care Educators, Assistants and Relief Educators***

Must not educate and care for more than seven children between the ages of zero and thirteen years, at any one time.

No more than four of these children can be pre-school age or under.

The Educator's own children, who are under the age of thirteen years, must also be included in these ratios.

Under the Child Care Subsidy Minister's Rules, it is a government requirement for Educators to ensure that less than 50% of the children to whom a FDC Educator is providing care within any CCS fortnight at the service are related to the FDC Educator as:

A niece or nephew

A cousin

A grandchild or great grandchild

Relatives of a FDC Educator's partner (either by de facto or marriage)

The ratio of less than 50% is applied across all of the children cared for across the whole fortnight and not to one particular session of care.

Similarly, any other children on the premises, who are under thirteen years, must also be included in these ratios, if there is no other adult present to care for them.

In summary, a maximum of seven children can be educated and cared for at a family day care residence at any one time. Accordingly, a family day care service cannot increase the number of educators at a residence in order to increase the number of available places for children.

In some exceptional circumstances, Thrive may approve for a Family Day Care Educator to care for more than seven children, or more than four children who are pre-school age or under. Such circumstances may include:

All the children are siblings and from the same family.

A child is in need of protection under Child Protection law.

The family day care residence or venue is in a rural or remote location and no alternative care is available.

**FAMILY DAY CARE EDUCATOR/
CHILD RATIO PROCEDURE*****Family Day Care Educator Assistant***

May provide assistance to a Family Day Care Educator while the Educator is educating and caring for children as part of the approved service. A Family Day Care Educator Assistant may educate and care for the children in the absence of the Family Day Care Educator in limited circumstances. These may include:

Transporting a child between the Family Day Care residence or venue to school, another education and care service or to the child's home.

Providing education and care to a child in an emergency, for example if the Family Day Care Educator required urgent medical care or treatment. Providing education and care to a child when the Family Day Care Educator is absent to attend an appointment where the appointment is less than four hours; the absence has been approved and notice of the absence has been provided to the parents of the child(ren).

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:

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Review Date/s:
Review Date: As required by GM or as legislation changes

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