KEEPING A REGISTER OF FAMILY DAY CARE EDUCATORS, COORDINATORS AND EDUCATOR ASSISTANTS' POLICY

Under the Education and Care Services National Regulations, Family Day Care Services are required to maintain an accurate register of any Family Day Care (FDC) educators, coordinators and educator assistants engaged by or registered with the service.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality Service

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
Sec. 269	Register of family day care educators, coordinators and assistants
124	Number of children who can be educated and cared for- family day care educator
153	Register of family day care educators, coordinators and educator assistants
168	Education and care service must have policies and procedures
169	Additional policies and procedures-family day care services
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

RELATED POLICIES

Assessment Approval and Re-assessment of Approved FDC Residences and Venue Policy Child Safe Environment Policy Engagement or Registration of FDC educator assistants Policy Engagement or Registration of FDC educators Policy

Governance Policy Monitoring Support and Supervision of FDC educators and educator assistants Policy Staffing Arrangement Policy

PURPOSE

The Family Day Care Service aims to act in an equitable and transparent manner by ensuring an accurate register that includes all the information prescribed in the Education and Care Services National Regulations.

SCOPE

This policy applies to the approved provider, nominated supervisor, coordinator, educators, educator assistants, families, and visitors of the Family Day Care Service.

IMPLEMENTATION

Under the Education and Care Services National Regulations, an approved provider of the Family Day Care (FDC) Service must ensure that a register of family day care educators, coordinators and educator assistants employed or engaged by, or registered with the service is developed and maintained. The Approved Provider must also take reasonable steps to ensure that those policies and procedures are followed.

Record keeping is an integral part of the management of a service. To support quality education and care, as well as ensuring the safety and wellbeing of children we ensure our register of all FDC educators, coordinators and educator assistants is accurate and kept up-to-date.

WHERE IS THE REGISTER KEPT?

- The register will be kept at the principal office of the approved Family Day Care Service
- Coordinators will be responsible for recording evidence in the register of visits, phone calls and other support provided to family day care educators
- The register will be made available to authorised officers of a regulatory authority and parents on request within 24 hours. The register will be kept in a secure place and treated confidentially

- Information must be held for three years after the date an educator, coordinator or educator assistant ceases to be employed or engaged by or registered with the Family Day Care service.
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THE APPROVED PROVIDER WILL:

- ensure that obligations under the *Education and Care Services National Law and National Regulations* are met
- include the prescribed information in the register about the FDC educators, coordinators and educator assistants
- 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
- ensure copies of the policy and procedures are readily available and accessible to FDC educators, coordinators, educator assistants and other staff, and families
- notify families at least 14 days of any changes to policy or procedures- as per regulations
- provide induction training to new educators and other staff
- provide ongoing training and information to coordinators, nominated supervisors, educators and educator assistants to ensure they can fulfil their roles and provide a child safe environment for all children and young people
- keep copies of the register until the end of 3 years after the FDC educator, coordinator or educator assistant ceases to be employed or engaged by or registered with the FDC service.

THE REGISTER OF FAMILY DAY CARE EDUCATORS, COORDINATORS AND ASSISTANTS MUST INCLUDE:

- full name of educator, coordinator/s and educator assistant
- date of birth (minimum of 18 years of age) of each person
- contact details (including address) of each person
- the address of the residence or approved Family Day Care service to confirm where the educator will be providing education and care to children as part of the service
- the date that each educator, coordinator and educator assistant was engaged by or registered with the Family Day Care Service

- the date the educator, coordinator and educator assistant ceased to be engaged by or registered with the service (if applicable)
- the full name of the educator to be assisted by the educator assistant
- the days and hours the educator will usually be providing education and care to children as part of the service
- if the educator or educator assistant is an Approved Provider, the number of the provider approval and the date the approval was granted
- the name and date of birth of people who normally reside at the FDC residence and a record of any working with children clearance (WWCC) as per state legislation. The record must include the date WWCC was verified by the approved provider
- evidence of any relevant qualifications held by the educator, coordinator or educator assistant.
- evidence of any other training completed by the educator, coordinator or educator assistant
- evidence that each FDC educator is receiving adequate monitoring and support from a FDC coordinator including:
    - dates and times of any visits by the co-ordinator to the family day care residence or venue
    - purpose of visit- monitoring or support
    - dates and times of any telephone calls between the co-ordinator and the FDC educator for the purpose of monitoring and support
    - details of any correspondence or written materials provided to the educator for the purpose of monitoring and support (include dates and times of correspondence)
- evidence that the educator and educator assistant have completed:
    - an ACECQA approved First Aid certificate- including yearly cardio-pulmonary resuscitation training
    - an ACECQA approved anaphylaxis management training and
    - an ACECQA approved emergency asthma management training
- if the coordinator will be providing education and care to children, evidence that the co-ordinator has completed-
    - an ACECQA approved First Aid certificate- including yearly cardio-pulmonary resuscitation training
    - an ACECQA approved anaphylaxis management training and
    - an ACECQA approved emergency asthma management training
    - child protection training

- a record of the identifying number and expiry date of a current Working with Children Check, Working with Children Card, Working with Vulnerable People Check, Criminal History Record Check or proof of current teacher registration under an education law of a participating jurisdiction and date of expiry.
- a record identifying the date the check or registration of the above was sighted by the approved provider or a nominated supervisor of the service
- for each child educated and cared for by the educator as part of the Family Day Care service, the child's name and date of birth and the days and hours that the educator usually provides education and care to that child
- if regulation 124(5) applies, a record of the approved granted in relation for the FDC educator operating with more than 7 children, or more than 4 children under preschool age, due to exceptional circumstances
- if the education and care is provided in a residence, the full names and dates of birth of all persons who normally reside at the FDC residence and a record of any working with children clearance, such as WWCC

FAMILY DAY CARE EDUCATORS AND EDUCATOR ASSISTANTS WILL:

- notify the approved provider of any changes to the information recorded in the register
- update information related to qualifications, mandated training, working with children clearance/check, details of monitoring support provided by the FDC coordinator

CONTINUOUS IMPROVEMENT

Our *Keeping a Register of Family Day Care Educators, Coordinators and Educator Assistants Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Educator Register FDC Team Coordinator Register FDC	Monitoring Record FDC

SOURCE

Australian Children's Education & Care Quality Authority. (2024). Guide to the National Quality Framework
Australian Children's Education & Care Quality Authority (2023). Policies and procedures guidelines. *Keeping a register of family day care educators, coordinators and educator assistants.*
Australian Children's Education & Care Quality Authority (2023). *Family Day Care Compliance Guide. Educator.*
Australian Children's Education & Care Quality Authority (2023). *Family Day Care Compliance Guide*.
Australian Children's Education & Care Quality Authority (2023). *Record Keeping in Family Day Care Services*.
Education and Care Services National Law Act 2010. (Amended 2023).
Education and Care Services National Regulations. (Amended 2023)
Western Australian Legislation Education and Care Services National Law (WA) Act 2012
Western Australian Education and Care Services National Regulations

REVIEW

POLICY REVIEWED BY	Katie Griffiths	Nominated Supervisor	September 2024
POLICY REVIEWED	SEPTEMBER 2024	NEXT REVIEW DATE	SEPTEMBER 2025
VERSION	V6.09.24		
MODIFICATIONS	• annual policy maintenance • minor edits within policy • sources checked and updated as required		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
September 2023	• regular policy maintenance • minor formatting edits within text • additional regulations added • additional points added for compliance with July/October changes to legislative requirements- NQF review • compliance guides for FDC updated to October 2023 • hyperlinks checked and repaired as required • continuous improvement section added • Childcare Centre Desktop resources section added		September 2024
SEPTEMBER 2022	• regular policy maintenance • link to Western Australian Education and Care Services National Regulations added in 'Sources' • minor formatting edits within text		SEPTEMBER 2023

	• hyperlinks checked and repaired as required	
SEPTEMBER 2021	• Related Legislation added to align to ACECQA Policy and procedure guidelines (June 2021) • Additional section related to role of approved provider • Review of sources	SEPTEMBER 2022
SEPTEMBER 2020	• Information added to include: who is responsible for register, location of register • additional sources added	SEPTEMBER 2020
SEPTEMBER 2019	Modifications and inclusions to ensure compliance with National Regulations	SEPTEMBER 2020
DECEMBER 2017	Modifications made to comply with changes to the National Quality Standards	MARCH 2018
MARCH 2017	Policy developed to adhere to Family Day Care Service	MARCH 2018