Standard

Educator, Families and Community in Family Day Care

Please note this standard is mandatory and DECD FDC staff (including DECD educators) are required to adhere to the content.

Summary

This standard outlines the requirements relating to DECD Family Day Care educators, educator assistants, families and the community in the DECD family day care service.

Table 1 - Document details

<table>
<thead>
<tr>
<th>Publication date</th>
<th>March 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>File number</td>
<td>DECD12/7278</td>
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| Related legislation | *Education and Early Childhood Services (Registration and Standards) Act 2011* ("the National Law")
|                  | *Education and Care Services National Regulations 2011* ("the regulations")
| Related policies, procedures, guidelines, standards, frameworks | Family Day Care Operations Policy
|                  | DECD Working in Isolation Procedure (draft)
| Version          | 1.0        |
| Replaces          | FDC policy – enrolment and orientation
|                  | FDC policy partnerships
|                  | FDC fact sheets
|                  | • educator assistant
|                  | • visitors
| Policy officer (position) | Senior Policy Officer, Childcare Policy and Programs |
| Policy officer (phone) | 8226 2546 |
| Policy sponsor (position) | A/Director, Early Childhood Services |
| Executive director responsible (position and office) | Executive Director, Early Years and Child Development, Department for Education and Child Development |
| Applies to        | All DECD Family Day Care staff and educators that are registered under one of the department’s Family Day Care schemes |
| Key words         | Family Day Care, FDC, standard, educator, educator assistant, home visits, qualifications, visitors, volunteers,
<table>
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<tr>
<th>Status</th>
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</thead>
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<tr>
<td>Approved by</td>
<td>Senior Executive Group</td>
</tr>
<tr>
<td>Approval date</td>
<td>March 2017</td>
</tr>
<tr>
<td>Review date</td>
<td>March 2020</td>
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Table 2 - Revision record

<table>
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<tr>
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<th>Revision description</th>
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1. Title

Educators, families and community in Family Day Care

2. Purpose

To outline the educator requirements, role of families and the community within a DECD Family Day Care service in accordance with the requirements of Education and Early Childhood Services (Registration and Standards) Act 2011 [the Act] and the Education and Care Services National Regulations 2011 [the Regulations].

3. Scope

All DECD FDC staff, educators registered with a DECD FDC scheme, educator assistants approved with a DECD FDC scheme.

4. Policy detail

This standard is underpinned by the National Quality Standard (NQS). The NQS consists of seven quality areas, each containing standards and elements, against which education and care services are rated.

The seven quality areas covered by the National Quality Standard are:

- QA1 Educational program and practice
- QA2 Children’s health and safety
- QA3 Physical environment
- QA4 Staffing arrangements
- QA5 Relationships with children
- QA6 Collaborative partnerships with families and communities
- QA7 Leadership and service management

This standard focuses on Quality Area 4: the provision of qualified and experienced educators, coordinators and nominated supervisors and Quality Area 6: collaborative partnerships with families and communities.

Staff, educators, families and community will work collaboratively to plan and evaluate service operations to promote positive and quality outcomes for children in care. Planning and evaluation will be an integral component of the continuous improvement cycle.

4.1 Educator Registration

Educators must hold a DECD FDC registration in order to operate as an educator under the DECD FDC scheme.

To hold a registration an educator must maintain the educator registration conditions and meet the requirements of the National Regulations and Standards.

Educators must comply with the DECD FDC educator role statement (refer appendix 1).

Educator registration is subject to continuous review by staff.
A register of educators will be maintained by staff in accordance with the requirements of the law and regulations.

### 4.1.1 Registration process

The following steps outline the process and responsibilities of registering an educator:

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsibility</th>
<th>Action</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prospective Educator</td>
<td>Contact Business &amp; Customer Support Centre</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Business &amp; Customer Support Centre (BCSC)</td>
<td>Complete <a href="#">enquiry checklist</a> Forward (email) completed checklist to scheme staff</td>
<td>Checklist received</td>
</tr>
<tr>
<td>3</td>
<td>Scheme staff</td>
<td>Review checklist, suitable qualification? If yes, proceed If no, refer Prospective Educator to a Registered Training Organisation</td>
<td>Prospective Educator contacted and sent: <a href="#">FDC Information Sheet</a> <a href="#">Applicant Information Form</a></td>
</tr>
<tr>
<td>4</td>
<td>Scheme staff</td>
<td>Pre-registration meeting at premises for suitability of Prospective Educator and premises Check currency and suitability of required certificates (CPR, First Aid, Asthma, Anaphylaxis, RAN-EC) Assessment of Prospective Educator as suitable to progress to induction If suitable proceed If unsuitable, advise Prospective Educator of reasons</td>
<td>Fit and Proper Person: • DCSI Child Related Employment Screening for educator and other adults living at the home • Medical clearance • Referee Statement If unsuitable, advise of reasons</td>
</tr>
<tr>
<td>5</td>
<td>Scheme staff</td>
<td>Provide Prospective Educator with: <a href="#">Application Registration form</a> <a href="#">Induction Information sheet</a> <a href="#">Administrative Training Registration form</a> Resources Your Guide policy folder Your Guide workbook EYLF &amp; MTOP ACECQA guides to NQS and Regulations RAN-EC online training information ACECQA <a href="#">first aid requirements</a> Request for invoice to be created for Administrative Training</td>
<td>Application form complete Administrative Training Registration form complete and forwarded to Business &amp; Customer Support Centre Invoice issued to Prospective Educator Prospective Educator has required resources</td>
</tr>
</tbody>
</table>
| 6 | Scheme staff | Induction undertaken with Prospective Educator  
Educator registration conditions discussed | Induction checklist complete |
|---|---|---|---|
| 7 | Business & Customer Support Centre (BCSC) | Enrol Prospective Educator in Administrative Training  
Conduct training | Prospective Educator trained in FDC administration |
| 8 | Scheme staff | Assessment of Prospective Educator as suitable to progress to registration  
If suitable proceed  
If unsuitable, advise Prospective Educator of reasons | If unsuitable, advise of reasons |
| 9 | Scheme staff | Conduct Registration Assessment with Prospective Educator | Registration assessment complete |
| 10 | Scheme staff | Obtain copies of all required certificates  
Collate documentation and complete registration report | Registration report complete |
| 11 | Scheme Manager | Registration report assessed  
If approved  
Registration certificate signed  
Registration details issued  
Welcome letter produced  
Email BC details of new educator  
If not approved | Advise Prospective Educator of reasons |

### 4.1.2 Maintaining a Registration

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
<th>Frequency</th>
<th>Outcome</th>
</tr>
</thead>
</table>
| Registration Certificate, Registration Details Certificate are displayed in a prominent position at the approved premises | Educator       | At all times when providing care                    | Certificates displayed to confirm active registration as a DECD FDC educator  
Information about educator’s registration is available |
| Educator Registration Conditions & acknowledgement is available to families | Educator       | At all times when providing care                    | Information about educator’s registration is available |
Copies of all required certificates / qualifications are provided to FDC staff prior to expiry date

<table>
<thead>
<tr>
<th>Copies of certificates / qualifications are provided to FDC staff prior to expiry date</th>
</tr>
</thead>
</table>

| Educator | Annually:  
CPR  
Public liability insurance  
DECD FDC Fee schedule  
Triennial (every 3 years)  
DCSI Child Related Employment Screening - educator  
DCSI Child Related Employment Screening - other adults residing in premises and nominated educator emergency contact  
ACECQA first aid requirements (including asthma and anaphylaxis)  
Management  
RAN-EC – Child Protection training  
Educator Assistant approval (if required) |
|---------------------------------------------|

Premises assessment report completed

<table>
<thead>
<tr>
<th>Premises assessment</th>
<th>Scheme Staff</th>
<th>At least once every 12 months</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Professional Development plan</th>
<th>Educator</th>
<th>Ongoing</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Risk assessment of premises</th>
<th>Educator</th>
<th>Ongoing</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Information form</th>
<th>Educator</th>
<th>As required, if details change</th>
</tr>
</thead>
</table>

4.1.3 Taking leave from providing care

An educator can take leave from operating a care service for up to 12 months. After a 12 month period of leave the educator must resign/retire their registration or reapply to become a registered educator.

Action to be taken when leave less than 12 months is required is:

4.1.3.1 More than 1 day and less than 4 weeks

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
<th>Frequency</th>
<th>Outcome</th>
</tr>
</thead>
</table>
| Advise staff and families  
Provide notice to families  
Email leave dates to staff scheme office | Educator | Each occurrence | Staff informed  
Families provided with minimum 2 weeks’ notice  
Scheme office informed |

4.1.3.2 4 weeks or more and less than 12 months

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
<th>Frequency</th>
<th>Outcome</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
<th>Frequency</th>
<th>Outcome</th>
</tr>
</thead>
</table>
### 4.1.3.3 Resigning / Retiring

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
<th>Frequency</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advise staff and families</td>
<td>Educator</td>
<td>Each occurrence</td>
<td>Staff informed</td>
</tr>
<tr>
<td>Provide notice to families</td>
<td></td>
<td></td>
<td>Families provided with minimum 2 weeks’ notice</td>
</tr>
<tr>
<td>Complete Educator Notification Form to staff scheme office</td>
<td></td>
<td></td>
<td>Scheme office informed</td>
</tr>
<tr>
<td>Children in care Report Reviewed</td>
<td>Educator</td>
<td>Where contracts for children are being cancelled due to taking leave</td>
<td>Contracts for children in care are accurate</td>
</tr>
</tbody>
</table>

#### Educator Each occurrence Staff informed

Children in care Reports Reviewed

4.1.4 Removal from the register

The Executive Director, Statewide Services and Child Development (or delegate) may temporarily remove an educator from the register, based on:

- the health, safety and wellbeing of children and / or
- where an educator has failed to comply with the Educator Registration Conditions and /or
- has contravened the Code of Conduct (hyperlink to Service Management – Appendix 1).

Where a complaint or concern is raised, an investigation will be undertaken. The outcome of the investigation may be that an educator is permanently removed from the register.

Refer to Standard Service Management in Family Day Care in relation to concerns and complaints.
4.2 Educator Assistant

An educator may apply for an educator assistant to be approved to assist in providing education and care to children as part of a family day care service. Changing children’s nappies, helping children to dress or change clothes, toileting, feeding, settling or greeting children at or after sleep times, administering medication, First Aid, behaviour guidance and transporting children are the sole responsibility of the educator.

The educator will be responsible for attendance records and child care benefit claim forms and will receive child care benefit for any care the educator assistant provides. The educator assistant will not be paid child care benefit.

The role of the educator assistant is limited to:

a) assisting the educator at any time while the educator is providing education and care to children

b) transporting children to and from school, preschool or other education and care service or the child’s home

c) providing education and care to children, in the absence of the educator, in emergency situations, including when the educator requires urgent medical care or treatment

d) providing education and care to children in the absence of the educator to attend an appointment (other than a regular appointment) or for an unexpected event (the event is to be up to 4 hours and the absence is to approved by staff).

The educator assistant is required to:

- be at least 18 years old
- hold a current DCSI Child Related Employment Screening
- have a current first aid certificate, including, Cardio Pulmonary Resuscitation (CPR) anaphylaxis and asthma emergency
- have completed a DECD Reporting Abuse and Neglect Education and Care (RAN-EC) (volunteer or standard on line training course)
- have a full driver’s licence with 3rd party compulsory insurance if transporting children
- have a clearance from a Medical Practitioner

4.2.1 Approval process

The following steps outline the process and responsibilities of approving an educator assistant:

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsibility</th>
<th>Action</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Educator</td>
<td>Express an interest to have an educator assistant (EA)</td>
<td>Staff aware of interest</td>
</tr>
<tr>
<td>2</td>
<td>Staff</td>
<td>Discuss roles and responsibilities with educator and potential EA</td>
<td>Educator and EA aware of roles and responsibilities</td>
</tr>
<tr>
<td>3</td>
<td>Educator</td>
<td>Complete an Educator Assistant approval application</td>
<td>Application submitted to staff</td>
</tr>
</tbody>
</table>
4.2.2 Required processes

Where an educator assistant (EA) is engaged at a service, then all parents / carers must sign a permission form for the EA in each of the circumstances listed below.

The following processes are to be followed when an EA is engaged in caring for children:

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Action to be taken</th>
<th>By whom</th>
<th>By when</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assisting the educator</td>
<td>Maintain an accurate record of the day and time (ie in the visitors records or a diary entry)</td>
<td>Educator</td>
<td>Each time</td>
</tr>
</tbody>
</table>
| Educator absent due to unplanned / non regular appointment | Contact scheme to confirm eligible absence  
Families to be made aware of absence  
Completion of [Educator Absence: unexpected event or non-regular appointment Parent permission form](#)  
[Approval of Educator Assistant in sole charge of child/ren form](#)  
Submit Parent Permission form to scheme office for approval PRIOR to the absence  
Record absence (date and time) on CCB claim form  
Approve Parent Permission form | Educator         | Prior to absence          |
| Transporting children                 | Maintain accurate records of the day, time and destination (ie school, preschool, other education and care service or child home) | Educator         | Each time children are transported |
| Educator absent in an emergency       | Families to be made aware of the absence  
Scheme office to be advised (Note:- outside of office hours contact to be made to the emergency number **ph: 7111 3663**)  
Completion of [Educator Absence: Emergency Parent permission and acknowledgement of Educator Assistant in sole charge of child/ren form](#) | EA              |                           |
Parents to sign and date form
Submit form to scheme office

| Educator | Educator | Within 24 hours of absence |

4.3 Support for educators

Staff will provide support for educators to enable them to operate a quality service that meets the needs of children and families. This may occur in a variety of ways, including:

- visits – scheduled and unscheduled, at the educator’s home, playgroups, office meetings, during excursions and events
- professional discussions
- premises assessment
- advice on policy, curriculum, behaviour guidance, business administration
- resources
- referral to other agencies
- referral of families to educators
- phone and email contact
- network meetings
- educator scheme meetings
- training & workshops
- newsletters & bulletins
- provision of resources and information.

Staff will plan purposeful interactions with each educator based on:

- knowledge, skills, experience and ability of the educator
- the number and abilities of children registered in care
- the days and time the educator provides care
- the professional development plan
- current or previous complaints or care concerns
- requests from educators.

Whilst the frequency of interactions will vary for each educator, staff are to plan for a minimum of an eight week cycle of visits.

When a home visit is conducted educators will receive a written record of that visit via email. This record will include any actions required with an agreed timeframe.

4.3.1 Rural / remote educators

Educators located in regional or remote areas are to work with FDC coordinators to establish local strategies to provide supports, information, as well as ensuring care quality is monitored. Wherever possible, educators will be linked with other local DECD sites, including children’s centres, preschools and schools.
4.4 Visitors

Whilst an educator is delivering care and education they are to maintain an accurate record of all visitors to the premises. Educators are working and their primary responsibility is to respond to the needs of children in care at all times.

A visitor is any person (including children) who visits the premises while children are in care. A parent delivering or collecting their child is not included in this definition.

The record is to include the following details for each visitor, for each visit occurrence:

- first and last name
- signature
- date of visit
- each arrival and departure time

Visitors are not to be left alone with any child in care at any time.

The record of visitors must be retained for a 3 year period.

Visitors are not required to have a current criminal history screening check.

As a home based child care service, approved by the Australian Government, there are a number of responsibilities and provisions that FDC educators and all persons present in their homes (including visitors) are legally bound to comply with. Please refer to the Information for visitors and temporary residents in DECD FDC homes, Management of Visitors in DECD FDC homes, Visitor Type, assessment and recording fact sheet.

4.4.1 Students on placements

An educator may host a student on placement where the student’s study is related to an approved early childhood qualification.

Educators are required to contact their public liability insurer to inform them of a possible placement.

Students are considered visitors and as such the requirements listed in 4.4 are to be followed. Please refer to the Students on Placement resource.

4.5 Qualifications

Educators are required to have, at minimum, a certificate III level ACECQA-approved education and care qualification.

Staff who provide pedagogical support to educators (Coordinators, Team Leaders and Scheme Managers) are required by the National Regulations to hold a minimum diploma level ACECQA-approved education and care qualification.

4.5.1 First Aid

The National Regulations require educators to hold current ACECQA-approved qualifications in:

- first aid
- asthma management
- emergency anaphylaxis management
- CPR
4.5.2 Criminal History Screening

The National Regulations require staff, educators, educator assistants, students on placement and adults residing on a permanent or temporary basis in a FDC premises must hold a current DCSI Child Related Employment Screening clearance.

Applications for DCSI Child related Employment Screenings must be requested by the scheme office.

4.5.3 Child Protection

Staff and educators are required to hold current DECD approved child protection training certification at all times.

4.6 Families

4.6.1 Family enrolment

The DECD FDC Business and Customer Support Centre (BCSC) manages family enquiries, including requests for care and provides each family with a DECD FDC Family Information Book.

The Business and Customer Support Centre (BCSC) can be contacted via email, website, in person or by phone

5 Harewood Ave
Enfield  SA  5085
Ph: 8343 6533 or 1300 551 890
decdfdcbusiness@sa.gov.au

Educators are required to provide information to the BCSC with details of their availability and vacancies.

When requesting care options, families will be provided with the contact details of at least three educators (where possible) so that families are able to choose an educator and care environment that best meets their needs.

Families will be encouraged to visit educators, at a mutually convenient time, prior to commencing care.

4.6.2 Family induction

An educator will provide each family with a copy of their service information (which is to include their philosophy, context of their care services and expectations of families). Educators will review and update this annually or more frequently as information changes.

Educators are to complete the required documentation with each family at enrolment and review at least annually:

a) Family Information Form (copy provided to family)

b) FDC Family Enrolment Authorisations

c) Contract – Fixed hours or actual hours (copy is to be sent to the business centre)

d) Permission / Authorisations forms as relevant – routine excursions, photographs, animals, unaccompanied arrival/departure (Note: families may amend, in writing, any permissions or authorisations, however permissions or authorisations must be consistent with the Family Day Care operating policy).

Under the National Regulations families are to provide educators with details of any court orders, parenting orders or parenting plans relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child. Additionally details of any court orders relating to
the child’s residence or the child’s contact with a parent or other person.

4.6.3 Ongoing family engagement

National standards require educators to provide information to families about their children’s development and learning (progress, interests and experiences).

Families will be invited by staff to contribute to the ongoing improvement and development of the FDC service through

- Attending scheme meetings held regularly across FDC scheme offices.
- Providing feedback online
- Responding to surveys sent out by FDC

National standards require that educators will ensure that they make information about local community services available to families (eg referral to other local services)

4.7 Community

The FDC service operates as an early childhood program within DECD.

Staff and educators are to establish and maintain links across early childhood programs to support families and children.

5. Roles and responsibilities

Table 2 - Roles and responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Authority/responsibility for</th>
</tr>
</thead>
<tbody>
<tr>
<td>DECD FDC Scheme Managers (Nominated supervisor)</td>
<td>Approving the registration of an educator in a DECD FDC service (on delegation of the approved provider)</td>
</tr>
<tr>
<td></td>
<td>Approving DECD FDC educator assistants</td>
</tr>
<tr>
<td></td>
<td>Maintain a register of educators, educator assistants and staff with each FDC service</td>
</tr>
<tr>
<td>DECD FDC staff</td>
<td>Plan and conduct home visits to potential and registered educators in line with the DECD Working in isolation procedure</td>
</tr>
<tr>
<td>DECD Family Day Care educators</td>
<td>Understand and comply with each DECD FDC Educator Registration Conditions.</td>
</tr>
<tr>
<td>Executive Director, Early Years and Child Development Division (or delegate)</td>
<td>Removing a DECD FDC educator from the register. Removal can be temporary or permanent.</td>
</tr>
</tbody>
</table>

6. Monitoring, evaluation and review

The effectiveness of this standard will be monitored by DECD Early Childhood Services, in consultation with DECD FDC scheme managers. Feedback and queries related to this standard can be forwarded to the Policy Officer, Childcare Policy and Programs DECD.FDCFeedback@sa.gov.au.

This standard will be reviewed every three years by DECD Early Childhood Services, or earlier if
7. Definitions and abbreviations

Table 3 - Definitions and abbreviations

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>Person applying to become a registered DECD FDC educator</td>
</tr>
<tr>
<td>CPR</td>
<td>Cardio Pulmonary Resuscitation</td>
</tr>
<tr>
<td>DECD</td>
<td>Department for Education and Child Development</td>
</tr>
<tr>
<td>DECD Corporate Office</td>
<td>Staff working in the building at 31 Flinders Street and local DECD offices, includes DECD FDC staff</td>
</tr>
<tr>
<td>DCSI</td>
<td>Department for Communities and Social Inclusion</td>
</tr>
<tr>
<td>Educator</td>
<td>DECD FDC registered educator or educator assistant</td>
</tr>
<tr>
<td>FDC</td>
<td>Family Day Care</td>
</tr>
<tr>
<td>Law</td>
<td>Education and Early Childhood Services (Registration and Standards) Act 2011</td>
</tr>
<tr>
<td>Medical Clearance</td>
<td>DECD FDC Medical Information Form signed by a registered medical practitioner</td>
</tr>
<tr>
<td>Older child</td>
<td>School aged child</td>
</tr>
<tr>
<td>Pedagogical support</td>
<td>Guidelines, tools, resources and etc that provide or are oriented to provide support for teaching and instruction</td>
</tr>
<tr>
<td>RAN-EC</td>
<td>Responding to Abuse and Neglect – Early Childhood</td>
</tr>
<tr>
<td>Regulations</td>
<td>Education and Care Services National Regulations 2011</td>
</tr>
<tr>
<td>Regulatory Authority or RA</td>
<td>Education Standards Board of SA</td>
</tr>
<tr>
<td>Scheme</td>
<td>Name used to describe the Family Day Care service that is managed by a FDC Scheme Manager</td>
</tr>
<tr>
<td>Young child</td>
<td>Child preschool age or under</td>
</tr>
</tbody>
</table>

8. Supporting documents

DECD Family Day Care Operations Policy
Standard – Children’s Learning in Family Day Care
Standard – Children’s Health and Safety in Family Day Care
Standard – Physical Environment in Family Day Care
Standard – Service Management in Family Day Care
Fee and Charging procedure
9. References


SA Regulatory Authority – Education Standards Board of SA

Appendix

1. DECD FDC Educator role statement
DECD FDC Educator Role Statement

Overview of the FDC educator role

DECD Family Day Care (FDC) is a state government approved provider, operating 12 services across metropolitan and regional South Australia.

DECD FDC Vision

Achieve Exceeding National Quality Standards across all quality areas and in doing so provide consistently high quality home based education and care services to children and families.

Educators are defined by the Early Years Learning Framework for Australia as people “who work directly with children in early childhood settings”. The term educator recognises the teaching role of a childcare professional.

Educators are self-employed operators, registered with DECD FDC, who work in partnership with FDC staff to deliver quality, home based education and care for children and families.

Educators and FDC services are accountable to related laws and standards, including the National Law, Regulations and National Quality Standards.

Educators provide education and care for small groups of children – up to 7 children with no more than 4 children preschool age or under, including the educator’s own children younger than 13 years.

Regulatory Requirements

DECD FDC Educators:

- are at least 18 years old
- have a current DCSI Child Related Employment Screening
- ensure each adult residing at their home has a current DCSI Child Related Employment Screening
- have current approved public liability insurance for their FDC business
- have a medical clearance to work as a FDC educator from a medical practitioner
- have a home/premises that meets or exceeds all safety and hygiene standards required by the National regulations and scheme policy
- have permission from their landlord to operate a FDC business (if renting)

Conditions of Registration

DECD FDC Educators sign and agree to Conditions of Registration, specifying the expectations of the educator operating a FDC business.

Qualifications

DECD FDC Educators have:

- completed a minimum Certificate III in Early Childhood Education and Care
- current ACECQA approved first aid, emergency asthma management, anaphylaxis and CPR
- current Responding to Abuse and Neglect – Early Childhood (RAN-EC) child protection training.

Experience

DECD FDC Educators have:

- experience providing care for children, preferably in an early childhood setting.
- current drivers licence, registered vehicle and appropriate car restraints, when transporting children

Personal attributes

DECD FDC Educators are:

- professional in all aspects of their FDC service
- ongoing learners
- resilient to change
- organised
- diverse and embrace diversity

Knowledge

DECD FDC Educators understand:

- the National Law, National Regulations, National Quality Standards, service policies and procedures
- DECD FDC policies and standards
- child development in the context of the Early Years Learning Framework (ELYF) and My Time Our Place (MTOP) framework for school age children
- the administrative requirements of operating a small business
- the administrative responsibilities of claiming Child Care Benefit/Child Care Rebate on behalf of families

Skills and Abilities

DECD FDC Educators are:

- able to develop and maintain strong, effective relationships with children and adults, including families and FDC staff
- strong communicators - speaking, listening, writing
- committed to providing learning environments for children that are challenging, engaging and enhance children’s development
- able to establish and maintain systems to record children’s learning and related planning, implementation and evaluation
- able to critically reflect on their practice and inform plans to build on practice
- able to establish and maintain good small business practices relating to their FDC business
- able to consider and balance the needs of their own family with the families in care.