

## 8.7 REGISTER OF FAMILY DAY CARE EDUCATORS

### Policy:

Mackay Family Day Care Scheme will keep a register of family day care educators.

### Procedure:

1. The register will include:
  - the full name, address and date of birth of the educator
  - the contact details of the educator
  - the address of the residence or approved family day care venue where the educator will be providing education and care to children as part of the service, including a statement as to whether it is a residence or a venue
  - the date that the educator was engaged by, or registered with the service
  - the date that the educator ceased to be engaged by or registered with the service (if applicable)
  - the days and hours when the educator will usually be providing education and care to children as part of the service
  - if the educator is an approved provider, the number of the provider approval and the date the approval was granted
  - evidence-
    - i. of any relevant qualifications held by the educator;
    - ii. if applicable, that the educator is actively working towards that qualification as provided under regulation 10
  - evidence that the educator has completed-
    - iii. current approved first aid training; and
    - iv. current approved anaphylaxis management training; and
    - v. current approved emergency asthma management training
  - evidence of any other training completed by the educator
  - a record of-
    - i. the identifying number of a current blue card or exemption card held by the educator and the expiry date of the relevant card;
    - ii. the date that the check was sighted by the approved provider or nominated supervisor of the service
  - the full names and dates of birth of all persons aged 18 years and over who normally reside at the family day care residence
  - the full names and dates of birth of all children aged under 18 years who normally reside at the family day care residence
  - a record of the identifying number of a current blue card or exemption card held by the adult occupant of the family day care residence and the expiry date of the relevant card
  - the date that the relevant card was sighted by the approved provider or nominated supervisor of the service.
  - Evidence that the educator is adequately monitored and supported by a family day care co-ordinator while the educator is providing education and care to children, including the following information-
    - i. the dates and times of any visits by the co-ordinator to the family day care residence or family day care venue for the purpose of monitoring or support;
    - ii. the dates and times of any telephone calls between the co-ordinator and the educator for the purpose of monitoring or support;
    - iii. details of any correspondence or written materials provided to the educator by the co-ordinator for the purpose of monitoring or support and the dates and times the correspondence or materials were provided to the educator.

2. A record is also kept on Harmony for each child educated and cared for by the educator. This record includes:
- each child's full name and date of birth
  - the days and hours that the educator usually provides education and care to that child.

Date Implemented	Review Date	Date Updated	Source
2015 October	2017 April 2018 October 2020 May 2021 December 2023 June	2017 October 2018 November	<ul style="list-style-type: none"> <li>• Education and Care Services National Law Act 2010</li> <li>• Education and Care Services National Regulations 2011</li> </ul>