

8.1 ENGAGEMENT AND REGISTRATION OF FAMILY DAY CARE EDUCATORS

Policy Statement:

Mackay Family Day Care Scheme is dedicated to recruiting suitably experienced educators from a diverse range of backgrounds. Our family day care educators are registered on the basis of their suitability to provide high quality education and care and meet the needs of the service, the children and their families. Educators must meet and maintain the standards expected by the service, the National Quality Framework, scheme policies, families and the community.

Each Educator must be committed to be available to provide education and care for a minimum of 3 days per week between Monday and Friday.

Background:

The education and Care Services National Regulations require policies and procedures to be in place in relation to the engagement or registration of family day care educators. They must also take reasonable steps to ensure these policies and procedures are followed.

Legislative Requirements:

Section/regulation	Description
Section 103A	Offence relating to places where education and care is provided as part of a family day care service.
Section 269	Register of family day care educators, co-ordinators and assistants.
Regulation 10	Meaning of actively working towards.
Regulation 30	Condition on service approval – family day care educator insurance.
Regulation 119	Family day care educator and family day care educator assistant to be at least 18 years old.
Regulation 127	Family day care educator qualifications.
Regulation 136	First aid qualifications.
Regulation 143A	Minimum requirements for a family day care educator.
Regulation 153	Register of family day care educators, co-ordinators and educator assistants.
Regulation 163	Residents at family day care residence and family day care educator assistants to be fit and proper persons.
Regulation 168	Education and care services must have policies and procedures.
Regulation 169	Additional policies and procedures – family day care service.
Regulation 170	Policies and procedures to be followed.
Regulation 171	Policies and procedures to be kept available
Regulation 173	Notification of change to policies or procedures.

Procedure:

1. Upon receipt of an enquiry from a prospective educator, staff will provide them with the “MFDC New Educator Information Booklet” along with any other relevant information.

2. If the prospective educator wishes to apply to become an educator, scheme co-ordinators will collect relevant information from them and arrange to visit the applicant at their residence.

During this visit, the Initial Residence Suitability Checklist will be completed and discussed with the prospective educator.

3. If the applicant wishes to proceed and scheme staff determine it appropriate that the applicant proceed, induction/orientation training will commence.
4. Co-Ordination Unit Staff will provide induction/orientation training to the applicant including, but not limited to:
 - Policies and Procedures;
 - Regulatory Obligations and Governance;
 - Risk Assessments;
 - Educational Program;
 - Health and Safety;
 - Interactions with Children;
 - Relationships with Families
 - Administration
5. Once the induction process has concluded and co-ordination unit staff are satisfied that the applicant is competent to commence, a start date will be determined and enrolments sourced.
6. Prior to any parent interviews taking place, co-ordinators will conduct a Final Residence Check, and a House Risk Assessment will be prepared.

Date Implemented	Review Date	Date Updated	Source
2015 October	2017 April 2019 April 2020 January 2022 January 2023 September 2025 July	2017 October 2018 August 2020 July 2022 March 2024 January	<ul style="list-style-type: none"> • Family Day Care Educator Recruitment and Induction Package. FDCAQ • National Quality Standard for Early Childhood Education and Care and School Age Care, 2009 • Education and Care Services National Regulations 2011.

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