

8.2 ENGAGEMENT AND REGISTRATION OF EDUCATOR ASSISTANTS

Policy Statement:

Mackay Family Day Care Scheme is dedicated to providing reliable, quality education and care for families with children enrolled in the service.

Family day care educator assistants can play an important role in supporting family day care educators.

Background:

Family day care educator assistants must meet the legislative requirements to safeguard the health, safety and wellbeing of children in care. Parents must be made aware of and consent to the assistance provided by the family day care educator assistant.

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 164A	Offence relating to the education and care of children by family day care service.
Section 269	Register of family day care educators, co-ordinators and assistants.
Regulation 119	Family day care educator and family day care educator assistant to be at least 18 years old.
Regulation 136	First Aid Qualifications.
Regulation 144	Family day care educator assistant.

Procedures:

1. Mackay Family Day Care Scheme has an induction procedure in place for approving Family Day Care Educator Assistants.
2. Mackay Family Day Care Scheme will maintain a register of Family Day Care Educator Assistants approved by the service that meets the requirements of Reg 153.
3. Family Day Care Educator Assistant Guidelines:
 - 3.1 In the absence of the Family Day Care Educator, the Family Day care Educator Assistant may assist the Family Day Care Educator:
 - I. In transporting children between a family day care residence and:
 - a school; or
 - another education and care service or children's care service; or
 - the child's home;

- II. In emergency situations, including when the Family Day Care Educator requires urgent medical care or treatment; and:

- III. When the Family Day Care Educator needs to attend an appointment (other than a regular appointment) if-
 - the absence is for less than 4 hours; and
 - the approved provider of the family day care service has approved that absence; and
 - notice of that absence has been given to the parent/s of all children who will be in care at the time of the appointment
 - parents have consented in writing to the educator assistant providing care for the duration of the appointment.

3.2 When providing assistance to the Family Day care Educator whilst the educator is present educating and caring for children as part of a family day care service, no additional children may be present at the residence or venue.

Date Implemented	Review Date	Date Reviewed	Date Updated	Source
2016 November	2018 May 2019 November 2021 May 2023 January 2024 November	2018 May 2019 November 2021 July	2023 May	<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.