

8.3 MONITORING AND SUPPORT OF EDUCATORS

Mackay Family Day Care Scheme will support, monitor and supervise educators and educator assistants to comply with the Education and Care Service National Regulations 2011, the National Quality Standards and Scheme Policies.

Policy:

The co-ordination unit staff will endeavour to provide support to each educator in diverse ways enabling them to be empowered to continually improve their service.

Procedures:

1. Mackay Family Day Care Scheme will employ one suitably qualified and experienced full time co-ordinator per 25 educators registered with the scheme.
2. The Co-ordination Unit will support, monitor and supervise educators and educator assistants by a schedule of announced and unannounced visits.
3. Whilst the frequency of interactions will vary for each educator, co-ordinators will plan for a four week cycle of visits for educators residing within the Mackay Regional Council local government area.
4. Where, due to unforeseen circumstances, co-ordinators are unable to provide the planned cycle of visits, educators will receive additional support from co-ordinators via multimedia, phone calls or e-mails.
5. Co-ordinators will endeavour to plan visits at different times of the day.
6. Co-ordinators will conduct visits at the family day care residence and, where appropriate, at other venues visited by educators.
7. For educators residing outside the Mackay Regional Council local government area, co-ordinators will plan for a twelve week cycle of visits.
8. Educators residing outside the Mackay Regional Council local government area will receive additional support from co-ordinators via multimedia, phone calls or e-mails.
9. Each additional support communication will be added to the educator support register.
10. Educators can request a visit at any time and a co-ordinator will arrange a suitable time with the educator.
11. Written records will be made of each support visit and a copy will be provided to the educator or educator assistant.
12. New educators residing within the Mackay Regional Council local government area will be visited on a weekly basis for a period of time as determined by the co-ordination unit staff and the educator.
13. The Educational Leader will support educators and educator assistants to determine their own professional development needs and support them to receive relevant training.

14. Co-ordinators will support and monitor educators and educator assistants in providing a physical environment that is safe, suitable and creates a rich and diverse range of experiences, that promotes children's learning and development.
15. Co-ordinators will monitor and support educators to document children's learning.
16. Educators operating outside the Mackay Regional Council local government area will document children's learning using Harmony Kids and co-ordinators will endeavour to schedule a time to discuss this documentation with the educator once in every twelve week visit cycle.
17. The Educational Leader and other co-ordinators will monitor and support educators who are required to obtain a relevant qualification to be actively working towards, at least an approved Certificate III in Early Childhood Education and Care.
18. The Manager is the on-call contact person outside of business hours.

Date Implemented	Review Date	Date Reviewed	Date Updated	Source
2009 September	2011 March 2012 September 2014 April 2015 October 2017 April 2018 May 2020 March 2021 September 2022 February 2023 November	2015 October	2016 November 2018 August 2020 March 2020 August 2022 May	<ul style="list-style-type: none"> • Education and Care Service National Regulations • National Quality Standards