

POLICY: 8.1 Assessment and Selection of Educators and Educator Assistants

Procedure: 8.1 Assessment and Selection of Educators

This procedure aims to support and guide both staff and Educators in the process of the assessment and selection of suitable Educators.

8.1.1 Linking to Policy

This procedural guidance should be read in conjunction with the service **8.1 Assessment and Selection of Educators and Educator Assistants Policy** and will assist the Approved Provider, Management, Staff (Nominated Supervisors, Coordinators, and Administrative Staff members) Educators, Educator Assistants and parents to implement the policy. The procedure covers:

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8.1.2 General

The process of Educator selection involves a number of important steps and includes fair treatment of applicants.

Clear information about the role and responsibilities of Educators, the Educator Application Form, Compliance History Statement Form and the Family Day Care Educator/assistant blue card application form is given to all applicants.

There will be several communications/meetings with the applicant and a decision process involving the relevant Coordinators in conjunction with the Nominated Supervisor as to the suitability of the applicant, the applicant's residence, and members of the applicants household.

8.1.3 Application Process

The prospective Educator must have:

1. Completed an application to be an Educator with all relevant information.
2. Provided the contact details of two professional referees on the Educator Application Form who will be contacted by the Service.
3. Provided information about their knowledge and experience of working with children, and/or Professional Development relating to early childhood education and care (included the certificates of attendance, qualifications e.g. Certificate III in Early Childhood Education and Care, First Aid or any other relevant documents – if they have completed these)
[Note: this includes providing information about experience in working in other schemes/services (if applicable), and reasons for leaving those schemes/services as well as any compliance actions that may have followed.]
4. Disclosed any compliance action / formal disciplinary proceedings against the applicant under the Education and Care Services National Law & Regulations or any other laws. Completed the *“Compliance History Statement” Form*.
5. Disclose information about any bankruptcy declared or debt to Commonwealth.
6. Demonstrate a commitment to investing in their potential business (i.e., spending some of their income in purchasing equipment appropriate for ages/stages of children - toys, craft materials, etc.)
7. Criminal Record Check completed within the last six months.
8. Demonstrate a willingness to discuss roles and responsibilities with them and all family members and adults residing at the residence where education and care will occur.

8.1.4 Selection Process for Educators

The process of selection of Educators will include the following provisions:

- Sufficient information provided to the applicant to enable the applicant and the members of the applicant's household to form a clear picture and understanding of the role and responsibilities of an Educator.
- Two Coordinators to interview the applicant and visit the applicant's home, with a minimum of two visits to the applicant's residence to assess its suitability and to meet with the applicant and the applicant's family.

For Educators transferring from another Family Day Care Service, an accelerated recruitment process may apply depending on the applicant's qualifications/in-service training attendance, environment, and any other contributing factors.

However, consideration will be given to the length of service, the open and transparent reason for leaving the Family Day Care Service and if they have not been subject to any sanctions, including termination. The service reserves the right to contact the previous Family Day Care Service as deemed necessary.

KEY SELECTION CRITERIA

The Educator:

- Meets mandatory requirements as stated under the Education & Care Services National Regulations 2011, National Quality Standard 2017, Early Years Learning Framework, Service Policies and Procedure Manual including but not limited to:
 - o Demonstrates the capacity to maintain a safe and hygienic environment
 - o Maintains a working telephone accessible at all times
 - o Has a current First Aid Certificate (education and care setting)
 - o Has a current CPR Certificate
 - o Has Obtained a Working with Children Check - Blue Card
 - o Has obtain a Medical clearance
 - o Has or is willing to obtain Public Liability Insurance (\$10 million)
 - o Possess a Cert III qualification in early childhood (or similar as recognised by ACECQA) or be actively working towards a qualification
- Possesses knowledge and/or understanding of early childhood development and must be able to demonstrate a genuine interest in and enthusiasm for helping children grow and develop according to their individual needs.
- Demonstrates the ability to communicate effectively, respectfully, and warmly with children and adults. (with the minimum standard of English as required by ACECQA)
- Be willing to meet best practice standards and to continue their own ongoing professional development.
- Has small business management skills, or the ability to acquire them, including being able to manage child care processing software, financial and record keeping requirements, tax compliance and maintenance of insurances.
- Is physically and mentally able to manage stressful situations and have the flexibility to respond to the changing demands of caring for children as they occur.
- Residence is suitable (*refer 6.1 Assessment of the Educators Residence Procedure and 6.6 Providing a Child Safe Environment Procedure for guidance*). In determining the suitability of the applicant's residence, consideration will be given to the number, their age and abilities of children likely to attend the Family Day Care residence and the areas within the residence to be used and /or accessed by the children in care.

If the applicant and the residence are suitable, compulsory Educator induction/training will commence, consisting of but not limited to:

- o Service Policies, Procedures, and Forms

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- National Quality Framework including the Early Years Learning Framework
- Child Development
- Behaviour Management
- Child Protection
- Business practices including timesheets

Before commencing as an Educator with the Service, a home safety risk assessment is conducted on the applicant's home, to ensure that all requirements on the Home Safety Risk Assessment /Checklist are in place. (refer 6.1 Assessment of the Educators Residence Procedure)

8.1.5 Requirements for Certificate of Approval

Educators will be provided with a Certificate of Approval and supporting paperwork that outlines all requirements.

Engagement as an Educator is renewed annually (and is not automatic), after completion of annual Homesafety Check and resigning of Agreement and Schedule.

Educators are required to comply with the following items to be eligible for continued engagement with the service:

- They hold a current First Aid and CPR Certificate. (education and care setting)
- Have a current Public Liability Insurance Policy.
- Hold a Current Working with Child Check – Blue Card for themselves, all adult occupants of the residence, and regular adult visitors.
- Abide by the Education & Care Services National Law Act 2011, Education & Care Services National Regulations 2011 National Quality Standard, Service Policy and Procedures, and the Educator Agreement.
- Have provided all documentation required under legislation and service policy, including relevant risk management assessment.
- Satisfactorily completed training requirements as outlined in Policy 8.4 Induction and Professional Development Procedure.
- Educators are required to complete an annual Professional Development Plan and agree to undertake training and development to ensure goals are met.

Educators must provide the following information to the service if there are any changes to the people at their residence, renewal of certificates or policies, and will update all information as part of the re-registration process:

- Educator's personal details (including address, phone number, drivers licence, etc.)
- Details of any other adults living in the Educators home
- List of regular visitors to the home

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- Details of public liability insurance and copy of receipts
- Bank account details
- Car restraints check
- CPR Certificate
- First Aid (education and care setting) including anaphylaxis and asthma
- Doctor's medical certificate
- Positive Working with Children Check Blue Card issued by Blue Card Services for the Educator, adult occupants, and regular visitors
- Current Drivers Licence of whoever is transporting children
- The qualifications required to be held by the Service – if not provided already.

At any stage of the process and during orientation/training, where it emerges that the applicant cannot fulfill the selection criteria for the role of Educator, the Service can reject the application. The unsuccessful applicant will be informed in writing when their application has been declined.

The engagement of the applicant to become an Educator, will not proceed without the agreement of all parties, including the support of all children and adult occupants within the residence.

The final stage of the recruitment process is the induction training program, where the Service provides ongoing training to the Educator about the essential aspects of the Educator's role.

The unsuccessful applicants are thanked for the interest they have shown either verbally or in writing, with an expression of regret that registration cannot be given on this occasion or that the application was unsuccessful. On request, additional feedback may be provided to an unsuccessful applicant.

8.1.6 Probation Period

A Certificate of Approval, valid for three months, will be provided to successful applicants. The certificate will state the name of the Educator and their address, the maximum number of children to be cared for and their ages, the expiry date for the certificate, and any other conditions the service may choose to impose.

Following a successful review of their performance during the three month probation period, a certificate will be issued with an expiry date in line with service re-registration. An extension of the probation period can occur if deemed necessary by the Service. Ongoing communication between the Service and the applicant will be carried out if this occurs.

Two (2) weeks' notice in writing must be given when ceasing as an Educator, or equivalent of two weeks administration fees will be charged unless otherwise negotiated.

8.1.7 Expectations of Educators & their Families

Educators & their Families will:

- Abide by the philosophy and code of conduct of the service (*refer Code of Conduct Policy1.6*)

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- Observe all the regulations, national quality standards, policies and practices of the service and other governing bodies
- Carry out their duties in an alert, safe, honest, diligent and competent manner;
- Treat clients, other Educators, staff, and members of the public with courtesy, respect, and consideration; act on complaints and provide services to the best of their ability;
- Adhere to all the accounting procedures of the Service;
- Where an Educator believes that a direction given is unlawful, improper, illegal or unsafe, they will raise the issue with the Co-ordinator or Nominated Supervisor.
- Follow any grievance procedures set down by the Service where necessary;
- Ensure confidentiality of all details in respect of the children in care and their families and will not discuss confidential issues of the Service other than with authorised people;
- Not harass or abuse, physically or verbally, in any form clients, other Educators, positively represent the Service and avoid behaviour or situations which may reflect poorly on the Service.

8.1.8 Code of Dress

Educators should wear neat clothes appropriate for the type of work undertaken in their role. Appearance must be modest, clean, and socially acceptable.

8.1.9 Prohibited Substances - While on Duty

The Service strictly prohibits the following while children are in care:

- the consumption of and/or being under the influence of alcohol
- consumption of and/or being under the influence of illegal substances
- consumption of and being under the influence of medication or other substance, which may affect your mental or physical ability to fulfill your responsibilities or duty of care
- smoking in unauthorised locations and at unauthorised times.

Review

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	10/2020	Reviewed and separated from Policy

Related Documents

My Place Family Day Care

8.1 Assessment and Selection of Educators Procedure

Policies

8.1 Assessment and Selection of Educators and Educator Assistants Policy

Forms

Educator Assessment Questions

Reference

Refer to 8.1 Assessment and Selection of Educators and Educator Assistants Policy