

POLICY: 8.1 Assessment and Selection of Educators and Educator Assistants

Procedure: 8.2 Assessment and Selection Educator Assistant

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

8.2.1 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:

[8.2.2 General Information](#)

[8.2.3 Application Process](#)

[8.2.4 Recruitment and Selection Process](#)

[8.2.5 Conditions Under Which an Educator Assistant are Engaged](#)

[8.2.6 Information Provided to Parents](#)

8.2.2 General Information

Educator Assistants must meet the mandatory requirements necessary to receive approval to be engaged by the service and will be assessed to ensure that they possess the knowledge, skills, and abilities to perform the duties commensurate with being an Educator (See 8.10 Role of Educator and Educator Assistant Procedure).

8.2.3 Application Process

The Educator Assistant applicant must submit the Application Forms and comply with meeting the mandatory requirements as required by the service, the Education and Care Services National Regulations 2011, and any other relevant legislation. Including:

- Provide information about knowledge and experience of working with children and/or Professional Development in early and middle childhood education and care.
- Note: this includes providing information about their experience in working in other Services (if applicable), and reasons for leaving those schemes / any compliance actions that may have followed.

- Disclose any compliance action / formal disciplinary proceedings against the applicant under the Education and Care Services National Law & Regulations. *(Please refer to completed "Compliance History Statement" Form for disclosure to be made)*
- Disclose information about any bankruptcy declared or debt to Commonwealth.

8.2.4 Recruitment and Selection Process

If all the information and documentation is received and deemed appropriate, the following steps will occur:

Step 1.

Coordinators will conduct an interview to assess the applicant:

- Ability to relate well with children
- Their knowledge of child development
- Ability to follow direction and implement policies and procedure

Step 2.

The applicant is required to attend training in which they are familiarised with Child Protection, Behaviour Management and Development, Service Policies, and Procedures.

Step 3.

Co-ordinators and the Nominated Supervisor assess the suitability of the applicant and inform the applicant of the outcome, i.e. whether or not they have been successful. If the applicant is approved as an Educator Assistant, a service contract will be signed.

Step 4.

A successful Educator Assistant is subject to a three month probationary period commencing from when the first time of care is provided, at which time the Educator Assistant will be informed of their eligibility to continue or not as an Educator Assistant.

Step 5.

The Educator Assistant's name will be included on the Educator's Certificate of Approval, which is to be displayed once all necessary service requirements have been met.

8.2.5 Conditions under which an Educator Assistant are engaged

An Educator Assistant must be approved and engaged by or registered by the Service being the approved provider and can only assist Educators under specific circumstances.

These circumstances are (as according to Division 8 – Family Day Care Educator Assistant of the National Regulations):

1. In the absence of the Educator, the Educator Assistant may assist the family day care Educator:

- i. In transporting children between a family residence and/or approved family day care residence/venue and:
From the residence to a school; or
another education and child care service or children's care service; or
From the Educators residence to the child's home; and
 - ii. In emergencies, including when the Educator requires urgent medical care or treatment;
 - iii. When the Educator needs to attend an appointment (other than a regular appointment) **in unforeseen or exceptional circumstances** if –
 - The absence is for less than 4 hours; and
 - The approved provider of the Service has approved that absence;
 - Notice of that absence has been given to the parents of the child; and
 - iv. In providing assistance to the Educator whilst the Educator is present educating and caring for children as part of a family day care service
(there are not to be any extra children included in the initial child ratios when the Educator Assistant works with the Educator).
2. The approved provider will not approve the use of an Educator Assistant unless the Educator has sought and provides the written consent from the parents for each child being educated and cared for by the Educator to use the Educator Assistant in the circumstances as set out above.
3. An Educator Assistant cannot be used for:
- i. Non-emergency absences of the Educator
 - ii. regular absences of the Educator
 - iii. when parents do not provide consent
 - iv. when the service denies consent.

An approved Educator Assistant may be engaged for no more than four (4) hours in the absence of the Educator if:

- The service has approved the prior engagement of the Educator Assistant.
- The service has approved before the absence of the Educator and
- Parents of the child have been informed before the absence of the Educator.
- Prior written consent to use the Educator Assistant has been gained from the parents and has been provided to the Service.
- Consent includes the circumstances outlining the reason for the Educator's absence.

An Educator Assistant can be engaged for the following reasons:

- Transporting children e.g. to and from school or another education and care service or the child's home. As long as all necessary paperwork has been completed, this could be an annual approved arrangement.

- In emergencies including when the Educator may require urgent medical attention or treatment, refer to the 4.3 Serious Incident and Emergency policy.
- Where the Educator is required to attend an appointment (other than a regular appointment – meaning an appointment that is attended on an ongoing basis)
- To assist the Educator while the Educator (in the presence of the Educator) is educating and caring for children as part of the family day care service

8.2.6 Information Provided to Parents

Parents have the right to know about persons entrusted to provide care for their child/children whilst in Family Day Care. As such, parents will be informed if an Educator uses an Educator Assistant. The Educator must include the Educator Assistants name in documentation to parents e.g. fee scale &/or an agreement made with the parent.

At the initial interview/enrolment **with Educators**, the parents are:

1. Informed that the Educator has an Educator Assistant.
2. Informed of what an Educator Assistant is and when they could normally be used.
3. Informed of the Service's policy in relation to an Educator Assistant.
4. Informed of their rights in relation to the Educator Assistant and their role
5. Encouraged to interview the Educator Assistant to satisfy themselves that this person is suitable to provide care for their child.
6. Required to provide written consent for their child to be cared for by the Educator Assistant if they so choose
7. Informed of who the Educator Assistant is and be introduced to the Educator Assistant where possible.
8. If the Educator Assistant is not able to be present, parents are to be given the opportunity to set a time to meet or speak with the Educator Assistant, whichever is most suitable for the parents.
9. Informed of the situation that the Educator would engage their Educator Assistant, and these are open to negotiation with parents.

If parents do not wish their child/children to be in the care of the Educator Assistant, then the parent will need to contact the service, inform them, and advise if they require their child to be redirected to an alternate Educator.

The responsibility of a child must not be transferred to another member of the Educator's residence unless they have been approved as an Educator Assistant by the service. (with the exception of an emergency – 4.3 Serious Incident and Emergency Policy)

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

Policies

8.1 Assessment and Selection of Educators and Educator Assistants Policy

Forms

Educator Assistant Assessment Questions

Reference

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