

POLICY: 8.1 Assessment and Selection of Educators and Educator Assistants

Procedure: 8.3 Assessment of Fitness and Suitability of Adults Residing at the Educators Residence

This procedure aims to ensure the adults and children residing at the Educator's residence are aware of how their behaviour can influence the experience of children and their families.

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. This procedure covers:

[8.3.2 Eligibility Requirements](#)

[8.3.3 Discussing Roles and Responsibilities](#)

SUITABILITY

Suitability applies to all those coming in contact with any child and their family who are being provided with education and care.

The scope of this suitability includes all family members residing at the residence, including children and adults, and frequent visitors.

The Service will take reasonable steps to ensure any person aged 18 years or over who lives at the Educator's residence and other family members, are a fit and proper person to be in the company of children by implementing this procedure.

8.3.2 Eligibility Requirements

To meet the minimum 'fit and proper' eligibility requirement, the Service will require that Adult Occupants (over 18 years) residing at the Educator's residence to have a positive notice Working with Children Check. That is, they **hold (and continue to hold)** a positive notice Blue Cards [R.163; 169(1)(e)] before care can commence.

Assessing suitability will begin with the applicant and be tested throughout recruitment, induction and re-registration process

8.3.3 Discussing Roles and Responsibilities

The Nominated Supervisor and/or the Coordinator will discuss the roles and responsibilities and document this conversation they had with each member of the Educator’s family and adults residing at the Educator’s residence including:

1. Attitude toward sharing their space with families and children.
2. Knowledge and understanding of service policies/procedures and legislative requirements.
3. Commitment to supporting the primary Educator in her role as an Educator.
4. Ensuring the environment is drug, alcohol, and tobacco-free.
5. Ensuring the safety and wellbeing of children is protected – maintaining a safe environment.

Refer to 8.3 Roles and Responsibilities Policy and associated Procedures for further advice.

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

Reference

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