

## 8.1 Assessment and Selection of Educators and Educator Assistant Policy

### 1. Purpose

My Place Family Day Care recognises that in order to facilitate quality outcomes for children, only Educators who have the skills, knowledge and attitudes deemed eligible and suitable to work with children are registered with the Service. Potential Educators must also have the capacity to ensure that their family members and/or any other adults residing at the residence are eligible and suitable to be in the presence of children.

### 2. Scope

This policy applies to the Nominated Supervisors, Coordinators, Educators, Educator Assistants, Educator's family members and other occupants of the Educator's home.

### 3. Definitions

**Approved Provider:** Inala Community House (ICH) has approval from the Federal Government to operate an approved FDC service.

**Service:** My Place Family Day Care, whose Approved Provider is Inala Community House.

**Educator:** A suitably qualified person who is registered with the Service.

**Educator's Residence** – The home or venue approved to provide childcare by an approved educator of the Service.

**Suitability:** Suitability is the quality of being the right or appropriate person to operate an FDC home-based business. It means being able to demonstrate behaviour which promotes the safety of children, willingness to commit to the Service Philosophy and having the ability to welcome children and their families into an environment that is clean, safe and one which will support children's health, learning, development and emotional wellbeing. The scope of this suitability includes Educators, Educator Assistants, all family members residing at the residence including children, adults and frequent visitors.

### 4. Policy

My Place Family Day Care will recruit and select Educators and Educator Assistants who have the requisite skills and knowledge for the provision of quality family day care education and care from the diverse, social and cultural groups within the local community.

#### 4.1 Application for Educator and Educator Assistants

The Service will provide potential Educators (and Educator Assistants) with sufficient information 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.

The Educator and Educator Assistant will complete an application to join My Place Family Day Care.

#### 4.2 Assessment of Suitability

When providing education and care for other people's children, Educators, their adult household members, and Educator Assistants need to be considered 'fit and proper' to be in the company of children, which means that their suitability will be assessed.

Adults residing at a potential and approved Educator's residence, Educators and Educator Assistants will have a Positive Blue Card for Child Related Employment issued by Commission for Children, Young People and Child Guardian.

The Educator and Educator Assistant will disclose any compliance action / formal disciplinary proceedings against the applicant under the Education and Care Services National Law & Regulations or any other laws by completing a "*Compliance History Statement*" Form.

The Educator and Educator Assistant will disclose information about any bankruptcy declared or debt to the Commonwealth.

#### 4.3 Selection Criteria

The Service has a selection criteria which sets out the minimum requirements for a person to be considered for the role of Educator or Educator Assistant.

## Review

This policy remains in effect unless otherwise determined by resolution of the Board of Directors. This policy will be reviewed every two years or sooner as required.

	<b>Date</b>	<b>Details</b>
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	09/2017	Reviewed
Revision 03	12/2019	Reviewed
Revision 04	01/2021	Reviewed

## 6. Related Documents

### Policies

8.3 Roles and Responsibilities Policy

8.4 Induction and Professional Development Policy

### Procedures

8.1 Assessment of Fitness and Suitability of Educators Procedure

8.2 Assessment of fitness and suitability of Educator Assistant Procedure

8.3 Assessment of Fitness and Suitable of Adult's residing at the Educators Residence Procedure

8.14 Educator Professional Development and Training Procedure

8.17 Education and Educator Assistant Induction Procedure

### Forms

Educator Application

Home Safety Checklist

Compliance History

Prospective Educator 1<sup>st</sup> and 2<sup>nd</sup> visit questions

Prospective Educators Partner questions

Prospective Educator Referee Check

### Other Documents

Regulatory requirements for FDC

Code of Conduct

Costs for becoming an Educator

Tenants that Care

## References

*Working with Children (Risk Management and Screening) Act 2000* (the Act) and the requirements of the *Education and Care Services National Law (Queensland) Act 2011*.

Guide to the National Quality Framework 2018 Chapter 2 The National Quality Standards, Quality Area 4: 4.2 Professionalism – Management, educators and staff are collaborative, respectful and ethical, 4.2.1 management, educators and staff work with mutual respect and collaboratively and challenge and learn from each other, recognising each other's strengths and skills

Quality Area 7 Governance and Leadership, Standard 7.1 Governance: 7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service.

7.1.3 Roles and responsibilities: Roles and responsibilities are clearly defined and understood and support effective decision-making and operation of the service.

Education and Care Services National Regulations 2011

R.119 FDC educator and FDC educator assistant to be at least 18 years old

R.127 FDC educator qualifications

R.136 First Aid qualifications

R.144 FDC Educator Assistant

R.153 Register of FDC Educators, coordinators and education and educator assistant

R.163 Resident at FD resident and FDC educator assistant to be fit and proper persons

R.169 (2) (b) (e) (h) Additional Policies and Procedures for FDC

Child Care Provider Handbook – retrieved 30<sup>th</sup> October 2019

<https://docs.education.gov.au/node/50791>