

## 8.3 Roles and Responsibilities Policy

### 1. Purpose

My Place Family Day Care is committed to ensuring that Educators, Educator Assistants, Educator's family members and other persons who reside at the Educator's home understand their obligations regarding their behaviour and work within their respective roles as members of the Service.

### 2. Scope

This policy applies to the Nominated Supervisor/s, 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 Assistant:** Is an adult registered with the Service to care for children, in limited circumstances, on behalf of an Educator.

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

**Educator's Family:** All people who reside at the educator's residence.

### 4. Policy

My Place Family Day Care endeavours to ensure that Educators, Educator Assistants, the Educator's family members and other persons residing at the Educator's residence are informed of their roles and responsibilities in accordance with the Education and Care Services National Law and Regulations and the principles and practices of the Early Years Learning Framework.

#### 4.1 Educator Role and Responsibilities

The Service has the responsibility to assess, recruit and maintain sufficient numbers of Educators to meet the childcare needs of the community.

The Service endeavours to ensure that Educators are informed of their role and responsibilities and that of others they need to monitor.

#### 4.2 Educator Assistant Roles and Responsibilities

The Service ensures that Educator Assistants are informed of their role and responsibilities and the limited circumstances they are able to be used in Family Day Care.

The Service will engage the Educator Assistant in the same professional capacity as an Educator and will be recorded on the Educator's Certificate of Approval.

There is to be only one Family Day Care Educational Assistant for each Educator.

#### 4.3 Educator's Family and Other People Residing at the Educator's Residence

The Service recognises that although the Educator has primary responsibility for the provision of care, their family members can influence the quality of care experienced by children in Family Day Care. As such, the Educator's family members have a role and responsibility to ensure that their actions and behaviour support the professional and quality standards achieved and maintained by the Educator in the provision of Family Day Care

#### 4.4 Foster Care

The Service recognises the valuable and unique role of Foster Carers within the community.

The Service may approve a Foster Carer from a Foster Care program to apply to register with the Service as a Family Day Care Educator. This applies to new applicants and current Educators.

Any fostered child living with the Educator will be counted in the child ratio.

## 5. 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	08/2017	Reviewed
Revision 03	12/2019	Reviewed
Revision 04	01/2021	Reviewed

## 6. Related Documents

### **Policies**

8.1 Assessment and Selection of Educators and Educator Assistant 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

8.4 Registration and Re-Registration of Educators and Educator Assistants

8.11 Role of Educators Family Procedure

8.12 Role of Educator Procedure

8.13 Role of Educator Assistant Procedure

8.14 Foster Care Procedure

8.15 Educator Professional Development and Training Procedure

8.18 Education and Educator Assistant Induction Procedure

### **Forms**

Nil

## References

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

*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*.

*Belonging, Being and Becoming: The Early Years Learning Framework for Australia*, Commonwealth of Australia, 2009

*My Time, Our Place: Framework for School Age Care in Australia*, Commonwealth of Australia, 2011