

8.5 Monitoring and Support of Educators Policy

1. Purpose

To ensure Educators receive effective ongoing mentoring, support and guidance from Co-ordination Unit staff to deliver an education and care service which complies with current legislative and duty of care requirements as well as meeting the National Quality Standards.

2. Scope

This policy applies to the Nominated Supervisors, Coordinators, Educators, Educator Assistants, parents and children

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.

Educator Assistant: Is an adult registered with the service to care for children, in limited circumstances, on behalf of an Educator.

4. Policy

My Place Family Day Care will support, mentor and monitor Educators and Educator Assistants to enhance and promote the learning, development, health, safety and wellbeing of all children being provided with education and care.

4.1 Provide a variety of support opportunities

The Service will use a range of different ways to support Educators in the delivery of quality education and care that reflects on their program, practice and own beliefs and values.

4.2 Plan to Support

The Service will work with each Educator to determine the best way to support their individual needs, learning and cultural style.

4.3 Monitoring Compliance

The Service will ensure that Educator's residences are maintained in accordance with the Home Safety Checklist and that their practices are compliant with the Service Policies and Procedures, the National Law and Regulations, National Quality Standards and the principles and practices of the Early Years Learning Framework.

4.4 Reporting, Registers and Risk Management

The Service will document the outcomes of the home visit and where required develop in collaboration with the Educator, Risk Management Plans, Quality Improvement Plans and/or Reflective Practise goals to address areas of non-compliance or improvement.

The Service will keep a register in line with R.153 (1) (p) (*see 10.8 Register Management Procedure*) of all support, conversations (in person, phone or email), training and resources provided to each Educator.

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

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	09/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	12/2019	Reviewed
Revision 04	01/2021	Reviewed

6. Related Documents

Policies

- 3.1 Education Program and Practice Policy
- 4.1 Hygiene and Infection Control Policy
- 6.1 Child Safe Environment Policy
- 6.2 Child Safe Equipment Policy
- 6.4 Water Safety Policy
- 6.5 Tobacco, Alcohol and Drug Free Environment Policy

Procedures

- 3.1 Education Program and Practice Procedure
- 3.2 Reflective Practice Procedure
- 4.1 Maintaining a Hygienic and Clean Environment Procedure
- 4.2 Managing Infectious Diseases
- 4.3 Personal Hygiene Procedure
- 4.4 Management of Bodily Fluids Procedure
- 4.5 Handwashing Procedure
- 4.6 Nappy Changing Procedure
- 4.7 Toileting Procedure
- 4.8 Dental Care Procedure
- 4.9 Bathing Procedure
- 4.10 Exclusion Procedure
- 6.10 Nurse Equipment
- 6.11 Play equipment
- 6.12 Toys and Resources
- 6.13 Risk Assessment and Management
- 6.14 Water Safety
- 6.15 Swimming Pool
- 6.16 Tobacco, Alcohol and Drug Free Environment
- 8.12 Role of Educator Procedure
- 8.13 Role of Educator Assistant Procedure
- 8.20 Support of Educators and Educator Assistants
- 8.21 Compliance with Policies and Legislation

Forms

- Home Safety Checklist
- Home Risk Assessment
- Home Pool Spa Risk Management Plan
- Empty Spa Risk Management
- Evacuation Fire/Lock Down Drill Record
- Excursion Risk Management Plan
- Pet Risk Management Plan
- Play Equipment Risk Management
- Incident Injury Illness Trauma Record

Other Documents

- Department Visit Quick Reference

References

- Education and Care Services National Regulation 2011
- R. 153 Register of FDC educators, coordinators and educator assistants (1)(p) – evidence that the educator is adequately monitored and supported by the fdc coordinator while the educator is providing education and care to children, including the following

- (i) the dates and times of any visits by the coordinator to the FDC residence for the purpose of monitoring or support
 - (ii) the dates and times of any telephone calls between the coordinators and the educator for the purpose of monitoring or support
 - (iii) Details of any correspondence or written materials provided to the educator by the coordinator for the purpose of monitoring or support and the dates and times the correspondence or materials were provided to the educator
- R.169 (2) (d) (g) Additional Policies and Procedures for FDC

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

Guide to the National Quality Framework, Australian Children's Education and Care Quality Authority, 2017 National Quality Standards

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