

FAMILY DAY CARE RECRUITMENT OF FDC EDUCATORS' POLICY

STANDARD OPERATING PROCEDURE

Adopted by Approved Provider of Golden Plains Shire Council Children's Services	Day Month Year
Date revised	July 2022
Next revision due	July 2024

1. EVIDENCE OF LINK TO:

NQS: 4, 7.1, 7.3.2

ECSNR: r169 (2) (b)

2. POLICY STATEMENT

Golden Plains Shire Family Day Care will provide a fair, ethical and transparent process for the recruitment and selection of Family Day Care Contract Educators. Child Safety considerations are integral to recruitment processes.

3. RATIONALE

The Selection Procedure is designed to ensure that Golden Plains Shire Family Day Care recruits and registers Contract Educators who understand and are able to meet children's needs, are able to provide a high standard of care. The safety and wellbeing of children is paramount.

4. STRATEGIES AND PRACTICE

To ensure best practice in recruitment of staff and FDC Educators Golden Plains Family Day Care service will:

- Ensure all applicants are over the age of 18 years and eligible to work in Australia
- Ensure the applicant has a minimum Certificate III in Child Care (unless approval for Actively Working Towards is approved by ACECQA and Management)
- Obtain proof of identity and residing address
- Ensure potential Contract Educators have a current Level 2 First Aid certificate including CPR (annual) and training in Anaphylaxis and Asthma management before being registered with the service – current and maintain currency.

- Ensure the potential Contract Educator has a completed and signed medical report from a certified practitioner stating suitability to fulfil the requirements of an approved Contract Educator
- Interview all potential FDC Educators, in line with documented selection criteria
- Ensure all Educators have completed DET online Mandatory reporting training
- Ensure all Educators have signed contracts whereby they agree to abide by Councils Child Safe and reportable conduct policies along with Code of Conduct and Professional behaviour policies.
- Conduct police checks every three years on all FDC Contract Educators, family members and residents in the FDC Contract Educator's home over the age of 18
- Conduct Working with Children checks every five years on all FDC Educators, family members and residents in the FDC Contract Educator's home over the age of 18
- Each 6 months audit of WWCC for both educators and family members holding WWCC.
- Conduct at least two Professional reference checks on all FDC Educators as a part of the screening process (at least one most recent manager/supervisor, at least one from the Children Services Sector).
- Ensure questions relating to educators' ability to maintain a child safe environment and demonstration of effective relationships with children and families embed in recruitment process.
- Provide an orientation program for all new FDC Educators
- Provide a probationary period of three months during which increased home visits and one to one support is provided
- Conduct formal home safety checks prior to registration, and annually, ensuring that FDC Educators maintain requirements
- Continually review recruitment, selection and screening procedures in line with best practice
- Ensure all other components of screening process are completed such as vehicle checks and all other assessments according to selection criteria
- Have a current contract with Council as approved by CEO.

5. DAY TO DAY SERVICE MANAGEMENT OF HEALTH AND SAFETY POLICIES

Reviewed at team meetings and as required.

6. REFERENCES

- Education and care Services National Regulations

7. RESOURCES AND FURTHER READING

- Education and Care Services National Regulations
- Education and Care Services National Law Act 2010
- ACECQA National; Quality Framework Resource Kit www.acecqa.gov.au
- Childcare service Handbook 2013-2014 (DEPARTMENT OF EDUCATION)
- VEYLDF, EYLF, MTOP

8. REVIEW

As identified in the procedures and attachments responsibilities are set out as follows:

POLICY RESPONSIBILITY	Approved Provider
ACTION RESPONSIBILITY	Approved Provider, Nominated Supervisor, Responsible Person, Contract Educators (FDC), All Parents/Guardians, Volunteers and Students
PROCESS RESPONSIBILITY	All Staff, Nominated Supervisor, FDC Educators (Contract)
REVIEW RESPONSIBILITY	Approved Provider

ADOPTED BY APPROVED PROVIDER UPDATED 2022