

Policy title	7.3 Engagement and Registration of Family Day Care Contractors
Policy type	Management
Group	Family and Children

Rationale

The *Education and Care Services National Regulations 2011* require an approved provider to have in place a policy and procedures for the engagement and registration of family day care contractors (Regulation 169 (2)(b)). Contractors are carefully selected using a criteria-based process in which the applicants undertake to care for children in accordance with the *Education and Care Services National Regulations 2011*, the *National Quality Standards 2011*, and the Moonee Valley City Council's Family and Children's Services' policies and procedures.

Council's Family Day Care service does not engage or register family day care contractor assistants.

Policy statement

Moonee Valley City Council is committed to recruiting family day care contractors in a fair, ethical and transparent manner, ensuring the contractors meet all standards, the spread of hours required, and provide quality childcare.

Council reserves the right to reject any application during the process.

Council has a responsibility to undertake recruitment and selection processes in line with the *Education and Care Services National Regulations 2011* requirements, this Policy and Procedures, and Council's recruitment guidelines.

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Application process

Applicants must be successful at each of the following stages.

1. Initial assessment

- prospective contractors will be required to complete and return an application form. Completed application forms are assessed by the Council's Family Day Care (FDC) Coordination Unit. The applicant is either offered an interview or notified in writing that the application was unsuccessful.
- if a prospective FDC contractor is residing in a rental property, she/he must provide the service with written permission from the landlord or agent advising the knowledge of and consent to the operation of home-based child care. This also applies if the FDC contractor changes residence during the period of the contract.
- the prospective FDC contractor is to be interviewed by a minimum of two members of the FDC Coordination Unit in line with documented selection criteria.
- successful interviewees will be contacted to schedule a home safety check and orientation. Unsuccessful interviewees are notified in writing.

2. Meeting mandatory requirements

Before being engaged as a registered family day care contractor, applicants will be required to demonstrate they are fit and proper and meet other mandatory requirements. These include:

- proof of identity.
- a previous service statement.
- a Working With Children check or card (with no disclosable outcomes) or proof of teacher registration, as applicable.
- a criminal history statement for oneself and all other persons aged 18 years or over residing at the FDC home, including overseas criminal history statement if the applicant lived overseas within the previous three years (issued not more than six months before it is considered).
- a Police Check (with no disclosable outcomes).
- details of any disciplinary proceedings or bankruptcy.
- a minimum Certificate III in Children's Services.
- be over 18 years of age.

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- possessing and maintaining a current First Aid Certificate, and having undertaken approved training in Emergency Asthma Management and Anaphylaxis Management, as approved by the Australian Children’s Education and Care Quality Authority (ACECQA) acecqa.gov.au.
- possessing a working knowledge of the current child protection law and the obligations under this law.
- a medical assessment that declares the prospective family day care contractor is fit for the duties of an FDC contractor.
- taking out additional insurance as described in the application package.
- supplying the names of professional referees who will be contacted to discuss work suitability. Referees will be contacted and their comments noted and assessed.
- having had a full safety audit of their home outdoor areas and vehicle checks completed by staff from the Family Day Care Coordination Unit, and completed all of the required recommendations in line with this Policy.
- commitment to participating in professional development opportunities and all mandatory training throughout the year.

3. Home safety check

- the initial home safety check is undertaken with the prospective contractor and the FDC Coordination Unit seeking to identify potential hazards and taking a positive approach to planning for emergencies.
- the prospective FDC contractor is notified in writing of items that need to be rectified. the prospective FDC contractor has to rectify hazards before care can commence.
- the prospective FDC contractor will need to contact the FDC Coordination Unit to organise a second safety check to ensure the home has reached the required safety standard.

4. First aid training

The prospective contractors will need to provide evidence of completion of the following training prior to commencement (see full list at acecqa.gov.au):

- an approved, current approved first aid qualification.
- anaphylaxis Management training.
- emergency Asthma Management training.

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5. Unsuccessful applications

An application may be rejected for reasons that include, but will not be limited to, the following:

- unsatisfactory Working with Children Check of applicant or household members.
- references being unavailable or unfavourable.
- unsatisfactory Workplace Health and Safety Audit of the applicant's home.
- unsatisfactory medical report.
- inability to demonstrate the capacity to supervise and care for the children adequately.
- inability to demonstrate effective communication skills and interactions with children and adults.
- refusal by prospective FDC contractor to comply with an obligation within service and/or legislative requirements.
- limited knowledge of child development and appropriate behaviour guidance.

6. Orientation program

If selected for registration, an approved contractor orientation process will be completed. All prospective contractors must successfully complete the orientation program for new contractors.

- Orientation will include:
 - information about early childhood education and care in the family day care context
 - training about Council's Family and Children's Services policies and procedures
 - information about administration, program development, and enrolment/orientation for children and families will be included as part of the initial orientation program
 - provision of a probationary period of three months during which increased home visits and one-to-one support is provided.

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7. Registration as a self-employed service provider

The prospective FDC contractor will need to read and demonstrate understanding of expectations, policies and procedures. The prospective FDC contractor will be required to sign a contract with Council and satisfy all Council requirements.

- the prospective contractor will commit to providing family day care on a minimum of four (4) days per week, Monday to Friday; and a maximum of six (6) days per week, Monday through to Saturday.
- the prospective contractor will commit to informing the FDC Coordination Unit 12 weeks prior of any intention of taking annual leave.
- on an annual basis the contractor will be involved in a review of their performance as an FDC contractor and will participate in re-registration and meet all requirements of this to continue his/her registration.
- if successful at all stages, the prospective contractor will then be offered a contract. It will be signed by the contractor and Council. The approved contractor will then be issued a Registration Certificate.

Contractor selection criteria

Contractor selection criteria are as follows.

Knowledge and skills:

- understanding of Victorian Children's Services Regulations, National Quality Standards, Victorian and National Early Years Learning and Development Frameworks.
- interpersonal skills – positive image of self and others, awareness of and sensitivity to individual needs of children and families and positive interactions including guidance strategies.
- knowledge of child development and behaviour, awareness of safety issues including child protection, first aid skills and knowledge of appropriate hygiene procedures and nutritional needs of children.
- demonstrated knowledge in programming and planning for individual children.
- ability to listen to and communicate well with children, parents/guardians and FDC staff.

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- problem solving skills, initiative and resilience.
- organisational skills. Works alone, prioritises and manages own time.
- ability to undertake necessary administrative requirements.
- sufficient English comprehension and speech to communicate with parents/guardians, children, staff, and essential services in an emergency situation.

Attitude:

- a positive attitude to FDC, with an understanding of the strengths of the service.
- a willingness to develop positive professional relationships with FDC staff who monitor the child's placement and any other relevant professionals that work with the child and family.
- acceptance of and sensitivity to the individual needs of children and families.
- flexibility, balance personal and family needs whilst caring for family day care children.
- willingness to learn.
- acceptance of the ethic of confidentiality.
- willingness to adhere to Commonwealth's and service's policies and procedures.

Qualifications and mandatory requirements:

- a minimum of Certificate III in Children's Services.
- approved First Aid Certificate is required prior to registration. Note: First Aid, Anaphylaxis Management and Asthma Management training is renewed every three years, with CPR and adrenaline auto-injection device training annually.
- maintained public liability insurance coverage up to \$10 million.
- maintain all Occupational Health and Safety requirements.
- annual vehicle and restraint check (where relevant).

Experience:

- previous experience with children is desirable.

Age:

- contractors must be at least 18 years of age.

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Link to Council Policies

This Policy and Procedures have been informed by Council's *Recruitment and Selection Policy*, and *Excellence in Governance* booklet and Values.

Resources and useful websites

This Policy and Procedures are aligned to the following National Quality Standard

www.acecqa.gov.au/national-quality-framework/the-national-quality-standard

Donald H. Weiss, 1991, *Fair square and legal: safe hiring and firing practices to keep you and your company out of court.*

Scott Lucas, *Getting it right: guidelines for people management*, Miles Witt Partnership.

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