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| Policy title | 7.4 Register of Family Day Care Contractors |
| Policy type | Management |
| Group | Family and Children |

Rationale

The *Education and Care Services National Regulations 2011* requires an approved provider of a family day care service to have in place a Policy and Procedures for keeping a Register of family day care educators/contractors (Regulations 153 and 169 (2)).

Educators/contractors are carefully selected using a criteria-based process in which the applicants undertake to provide care and education 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.

Policy statement

Council, as the approved provider of the Moonee Valley Family Day Care Service, is committed to maintaining a Register of family day care educators/contractors engaged by or registered with the service.

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| Family and Children's Services | Michele Leonard | 7.4 Register of Family Day Care Educators Procedure | 17/150815 | August 2017 | August 2019 |

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| Procedure | 7.4 Register of Family Day Care Contractors Procedure |
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| Action | Approved Provider | Responsible Person or Primary Nominee | Educator/contractor | Families | Education and Care Services National Regulations 2011 | Education and Care Services National Law Act 2010 | Children's Services Regulations 2009 & Children's Services Act 1996 |
|---|--------------------------|--|----------------------------|-----------------|---|--|--|
| <p>Council's Family Day Care Service is responsible for keeping a Register of each family day care contractor, which contains the following:</p> <ul style="list-style-type: none"> • full name, address and date of birth of each educator/contractor • contact details of the contractor • address of the residence or venue • date the contractor was engaged or registered, and date the contractor ceased • days and hours when each contractor will usually provide education and care • if the contractor is an approved provider or certified supervisor • copies of each educator's/contractor's qualifications, including first aid qualifications; completion certificates for Anaphylaxis and Asthma Management training; and details/evidence of qualifications the educator/contractor is actively | ✓ | ✓ | ✓ | | r.54 r.119 r.127 r.145-146 r.153 r.160 r.163-165 r.168 | s.161-164 s.167 s.170-171 s.175 | r.27 r.28-39 r.31-34 s.26 s.30 s.32A & B |

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| Action | Approved Provider | Responsible Person or Primary Nominee | Educator/contractor | Families | Education and Care Services National Regulations 2011 | Education and Care Services National Law Act 2010 | Children's Services Regulations 2009 & Children's Services Act 1996 |
|---|-------------------|---------------------------------------|---------------------|----------|---|---|---|
| <ul style="list-style-type: none"> • working towards evidence of any training completed by the educator/contractor • details of the Working with Children and criminal check for each educator/contractor, including an identifying number and expiry date • the name and date of birth of other people who live at the family day care residence and details of any Working with Children and criminal checks for those people • the name and date of birth, and the days and time of each child the educator/contractor usually cares for | ✓ | ✓ | ✓ | | | | |
| Ensure the service operates in line with <i>Education and Care Services National Regulations 2011</i> in relation to staff records. | ✓ | ✓ | ✓ | | r.145-146 | s.175 | r.27 r.38-39 s.32A&B |
| Manage and maintain a Family Day Care Educator Register as required by the <i>Education and Care Services National Regulations 2011</i> . | ✓ | ✓ | ✓ | | r.153 | s.175 | r.27 r.45-46 s.32A&B |
| Oversee and guide staff to ensure adherence to this Policy and Procedures. | | ✓ | | | r.170 | | r.46 s.32A&B |
| Maintain a duty of care at all times. | ✓ | ✓ | ✓ | | r.185 | s.167 | r.27 r.46 r.106 s.26 s.32&B |
| Ensure the approved provider is advised of any changes to required details. | | ✓ | ✓ | | r.168-172 | s.175 | r.46 s.32A&B |

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Link to Council Policies

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

Resources and useful websites

This Policy is linked to the following *National Quality Standard*

<http://acecqa.gov.au/national-quality-framework/the-national-quality-standard>

ACECQA National Quality Framework Resource Kit.

<http://acecqa.gov.au/national-quality-framework/national-quality-framework-resource-kit>

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Schedule 1 – Register template

| Educator details | | | | | | |
|--|---|--------------------|---------------------|-----------------------------|--------|--|
| Full name | | | | | | |
| Date of birth | | | | | | |
| Contact phone | (BH) | (AH) | (M) | | | |
| Email address | | | | | | |
| Postal address | | | | | | |
| Physical address | | | | | | |
| ▪ Residence | _____ | | | | | |
| ▪ Venue | _____ | | | | | |
| Educator qualifications and study | | | | | | |
| Relevant qualification, or name of relevant course enrolled in, including details of progress (<i>attach copies</i>) | | | | | | |
| Mandatory training completed (<i>attach copies</i>) | <input type="checkbox"/> Approved first aid training – Date:/...../..... <input type="checkbox"/> Anaphylaxis management training – Date:/...../..... <input type="checkbox"/> Emergency asthma management training – Date: / / | | | | | |
| Any other training completed | | | | | | |
| Operation details | | | | | | |
| Date registered with the service | | | | Date registration ceased | | |
| Provider approval number of educator (if applicable) | | | | Date approval was granted | | |
| Supervisor Certificate number of educator (if applicable) | | | | Date certificate was issued | | |
| Days and hours of operation | Monday | Tuesday | Wednesday | Thursday | Friday | |
| | | | | | | |
| Child enrolment details | | | | | | |
| Child's full name | Date of birth | Days of attendance | Hours of attendance | | | |

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Security details

People who normally reside at the family day care residence (including children under 18 years old)

| Full name | Date of birth |
|-----------|---------------|
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Working with children check / working with vulnerable people / record of criminal history:

| Full name | Type of check, identifying number and expiry date | Date check was sighted by the Approved Provider/Nominated Supervisor |
|-----------|---|--|
| | | |
| | | |
| | | |
| | | |
| | | |

I confirm that the information I have provided is true and correct

Educator Signature:

Date:

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