

# Family Day Care Educator Register Policy

**Section:** 4 Staffing Arrangements

**Policy ID Number:** 4.1

**Link to National Quality Standard:** 7.1, 4.2.5, 4.5.2

**Link to Education and Care Services National Legislation:** As269; r144; r153; r169

## 1 Policy Statement

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The Coordination Unit will maintain a register of FDC educators will be kept at the co-ordination unit for each Educator and Educator assistant registered to provide care.

## 2 Rationale

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Family Day Care is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all Educators, Educator family members, work experience/work placement students and volunteers irrespective of their involvement in child related duties.

The Educator and Educator Assistant register will provide all relevant information on each registered Educator and Educator Assistant to allow access to information in case of an emergency, quality assessment visits and support agency visits.

The register also acts as a support to the Coordination Unit staff for completing home visits to ensure compliance with child ratios, educator qualifications, first aid qualifications and the criminal history checks of all residents residing at the FDC home or venue.

## 3 Procedures

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### 3.1 Educator Register

- The register will include:
  - Contact details of the educator, including date of birth, (Minimum age: 18 years).
  - Address of the residence or venue.
  - Date the educator was engaged or registered, and date the educator ceased to be engaged or registered with FDC Service.
  - The child's name and date of birth and the days and hours that each educator provides education and care to that child.
  - If the educator is an Approved Provider or Certified Supervisor.
  - Copies of each educator's qualifications, including current approved first aid training, current approved anaphylaxis management training and current approved emergency Asthma management training, and details of any qualifications the educator is actively working towards (or evidence of working towards) the qualification.
  - Evidence of any other relevant training completed by the educator.
  - Details of the working with children check and National Police check for each Educator including an identifying number and expiry date.
  - Full name and date of birth of any family members, residents or regular adult visitors over 18 years of age who reside or visit at the family day care residence.
  - Full names and dates of birth of all children under 18 years who normally reside at the family day care residence.
  - Details of the working with children check and National Police Check for any other family members or residents over the age of 18 years who reside at the FDC residence
  - Educators will be required to register for PRODA (PROvider Digital Access) as part of their registration with FDC and maintain currency of the information.

### 3.2 Educator Information Updates

- Educators will update their information with the Coordination Unit as changes occur. Eg: change of address, change of residents in their homes, or annually as requested by the Coordination Unit.

## 4 References

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- Education and Care Services National Law Act
- Education and Care Services National Regulations
- National Quality Standards
- ACECQA
- Educator Service Agreement

### Revision History

Date	Revision No.	Revision Section	Revision Description
December 2016	1.0	All	Initial Policy Release (creation date)
August 2021	2.0	All	Updated from old Policy to new format and current information.
August 2023	Next Review Date		

**This policy and procedure supersedes the one in the Family Day Care Policy Manual dated 2016.**