



**CORANGAMITE  
SHIRE**

**Family and  
Children Services  
Policy Manual**  
*Family Day Care  
Specific*

**Corangamite Shire**  
2020

Mandatory Policies Reg. 169

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These policies are specific to Corangamite Shire Family Day Care service and are additional to policies referred to in the Family and Children Services Policy Manual, Mandatory Policies Reg. 168.

### Human Rights Compliance

It is considered that these policies do not impact negatively on any rights identified in the [Charter of Human Rights and Responsibilities Act \(2006\)](#)

### Review Date

This policy will be reviewed in 2022, unless earlier as required by changes to Federal or State government legislation or regulations or changes to the circumstances governing Family Day Care in Corangamite Shire.

### Definitions

For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section in the Family and Children Services Policy Manual, Mandatory Policies Reg. 168.

### Hyperlinks

[Family and Children Services Policy Manual, Mandatory Policies Reg. 168.](#)

# Organisational Policy



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## Assessment and Approval of Premises

### Introduction

Design of physical setting is an important consideration in supporting inclusive access for every child, promoting competence, exploration and play based learning in both built and natural environments. [National Quality Area QA3](#) refers specifically to the physical environment in which care is provided ensuring that the design is fit for purpose and kept safe, clean and well maintained.

### Purpose

To ensure that premises are fit for purpose prior to being approved for provision of early childhood education and care and are suitably maintained.

### Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians/carers, children and others attending the programs and activities of Corangamite Shire Family and Children's Services, including during offsite excursions and activities.

### Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section in the [Family and Children Services Policy Manual, Mandatory Policies Reg. 168](#).

**Safety Check:** Document used by educators and Family and Children's Services staff to assess safety of premises, access, egress, and environs in accordance with early childhood education and care regulations, service and sector expectations.

**Premises:** House or venue used for the provision of early childhood education and care by Corangamite Shire Family Day Care.

### References

Education and Care Services National Regulations: [R116](#), [R169\(2\)a](#)

National Quality Framework: [Quality Area 3](#)

### Policy detail

- Prior to approval of premises a safety check will be conducted by Family and Children's Services staff.
- Venue's must be additionally approved through the [Regulatory Authority](#) prior to care commencing.

- Educators will undertake to maintain premises in accordance with the approved safety check.
- Safety check approvals will be conducted annually, and unscheduled visits may also occur.

**Reference to Linked Policy, Procedure or Guidelines**

- Family Day Care Annual Safety Check ECM1104351

# Organisational Policy



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## Educator Monitoring, Support and Supervision

### Purpose

To monitor provision of, and support the development of high quality early childhood education and care, support the development of collaborative professional relationships and ensure compliance within the National Quality Framework,

### Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians/carers, children and others attending the programs and activities of Corangamite Shire Family and Children's Services, including during offsite excursions and activities.

### Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section in the [Family and Children Services Policy Manual, Mandatory Policies Reg. 168.](#)

### References

Education and Care Service National Regulations [R169\(2\)d](#)  
National Quality [Standard 4.2](#)

### Policy detail

- Induction process including the weekly visit schedule assists Family and Children's Services staff to identify and address specific support requirements of new educators.
- Monitoring and support visits to educators by Family and Children's Services staff will be planned to assess, identify and sustain the ongoing professional development of provision of early childhood education and care.
- Family and Children's Services staff will be contactable whenever educators are providing care.
- Educators must notify the Family and Children's Services team of any changes to days and hours that care is being provided.
- Access to allied professional support services will be sought and encouraged.
- The Family and Children's Services team will encourage and support the organisation of:
  - general children's events and play sessions
  - targeted play sessions
  - meetings for and with educators
  - in-service training opportunities
  - external professional development
  - peer mentoring and support.

# Organisational Policy



CORANGAMITE  
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## Educator Suitability, Fitness, Propriety and Medical Assessments

### Purpose

To assist in safeguarding children against risks to their safety and wellbeing, processes will be implemented to assess the suitability of people involved in the education and care of children enrolled in the family day care service.

### Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians/carers, children and others attending the programs and activities of Corangamite Shire Family and Children's Services, including during offsite excursions and activities.

### Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section in the [Family and Children Services Policy Manual, Mandatory Policies Reg. 168](#).

**Placement students:** a student studying for a qualification in early childhood education and care or other relevant qualifications who has been authorised through the Family and Children's Services staff to attend a family day care premise for the purpose of study and placement.

**Regular visitors:** any person over the age of 18 who is present during family day care operations more often than five days per month.

**Medical Conditions:** the term 'medical conditions' covers any physical or mental condition such as pregnancy, acute, chronic or long-term illness.

### References

Education and Care Services National Law Act 2010: [S12, S13 S109](#)

Education and Care Services National Regulations: [R163, R169\(2\)e](#)

National Quality [Standard 7.1.5](#)

### Policy detail

Council staff will be diligent and rigorous in their processes to ensure candidates meet sector expectations for suitability, fitness, propriety and ability to provide early childhood education and care under the [National Quality Framework](#).

All people within the scope of this policy require documented approval by the Family and Children's Services staff to be present while care is being provided.

### **Educator Recruitment Process**

- Prospective educators must submit a written application and attend a formal interview.
- Provide referees and agree to referee checks.
- If assessed as an appropriate candidate then provide a police check dated within the previous six months, evidence of a current Working With Children Check and assessment of physical, social and emotional suitability to work within the position description.

### **Police and Working with Children checks.**

- All people over 18 years of age who intend to be present in an education and care premises on a regular basis or more often than five days per month; such as prospective Family Day Care educators, members of their household, educator assistants, volunteers, and placement students, prior to attendance must provide the Family and Children's Services with a [Police Check](#) that is current within 6 months and evidence of a current [Working With Children Check](#).
- Educators are responsible for notifying the Family and Children's Services within seven days of people joining their household or becoming 18 years of age whilst a member of their household. Educators must also provide proof that the person has applied for a Police Check and Working With Children Check.
- All people within the scope of this policy must continue to hold a current Working with Children Check and provide an updated police check every three years.
- Family and Children's Services staff must document an annual check of the Working with Children Check card for people within the scope of this policy.

### **Disclosable Outcomes**

- If a Police Check shows a disclosable outcome the Family and Children's Services staff will consider and provide written notification of their decision in relation to the disclosure.

### **Medical assessment**

- Prospective Family Day Care educators and educator assistants are required to provide a statement from a medical practitioner that indicates their suitability to provide early childhood education and care in relation to the job description.
- Educators and educator assistants are required to notify the Family and Children's Services team as soon as practicable of a medical condition that may affect their ability to provide early childhood education and care and on request provide a medical certificate to affirm their suitability to continue within their role.

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## Notifications to Family and Children's Services

### Purpose

To ensure that notifications to the Family and Children's Services team are made in a timely manner allowing the service to operate within the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011 by completing notifications to the relevant authority.

### Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians/carers, children and others attending the programs and activities of Corangamite Shire Family and Children's Services, including during offsite excursions and activities.

### Definitions

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#### Serious Incidents [\(R12\)](#)

- Death of a child during or as a result of an incident during care
- Where medical attention was or should have been sought
- Where emergency services did or should have attended
- Where a child was missing or could not be accounted for
- Where a child was taken without authority
- Where a child has been locked in or locked out.

#### Incidents that pose a risk to the health safety or wellbeing of a child

- Occurrences of inappropriate sexualised activity
- Where a child is or may be at risk of child abuse
- If an educator makes a Child Protection report about a child in care
- Occurrence of inappropriate discipline
- Where a premises has been damaged and poses a risk to children
- Complaints alleging the safety, health and wellbeing of a child was or is being compromised
- Complaints alleging the National Law and/or National Regulations are or have been contravened.

#### Child Abuse

Child abuse is an act by parents or caregivers which endangers a child or young person's physical or emotional health or development.

Child abuse can be physical, sexual, emotional or neglect.



## References

- Education and Care Services National Law 2010 [S174](#)
- Education and Care Services National Regulations 2011 [R12](#), [R175](#), [R176](#)
- [National Quality Standards](#)
- [Department of Education and Training National Quality Fact Sheet, Serious Incidents and Complaints updated 11/04/2019](#)
- <https://services.dhhs.vic.gov.au/child-protection>

## Policy detail

### Serious Incident ([R12](#))

- Educators must inform the Family and Children's Services staff verbally as soon as practicable after a serious incident has occurred.
- Educators must complete and forward to the Family and Children's Services team as soon as practicable a copy of the completed incident, injury, trauma, and illness form (ECM2631961) followed by the original.
- The Family and Children's Services staff must lodge a Serious Incident Notification ([SI01](#))

### Incidents that pose a risk to the health safety or wellbeing of a child

- Educators must inform the Family and Children's Services staff verbally as soon as possible after an incident has occurred or became known.
- Educators must complete and forward to the Family and Children's Services team within seven days a copy of the completed incident, injury, trauma, and illness form (ECM2631961) followed by the original.
- The Family and Children's Services staff must lodge a notification ([NL01](#))

### Educator not working

- If for any reason the educator is unable to work or will not be working Family and Children's Services staff must be notified as soon as possible.
- Holiday applications must be submitted via the Harmony Web application as soon as possible and not later than one month prior to holiday period being requested.

### Changes and renovations to the safety checked environment

- Educators must inform Family and Children's Services staff and provide benefit/risk assessment and harm minimization plans prior to commencing renovations, making structural changes, and introducing equipment that has not been safety checked by the Family and Children's Services staff.

# Organisational Policy



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## Overnight and 24 hour care

### Purpose

To communicate expectations to families and educators for the provision of care according to family's needs, ensure the safety of children and maintain compliance with legislation, regulation and the [National Quality Framework](#).

### Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians/carers, children and others attending the programs and activities of Corangamite Shire Family and Children's Services, including during offsite excursions and activities.

### Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section in the [Family and Children Services Policy Manual, Mandatory Policies Reg. 168](#).

### References

[Child Care Provider Handbook 2019](#)  
[Education and Care Services National Regulations](#)  
[National Quality Standards](#)

### Policy detail

With consideration to wellbeing of child/ren being paramount at all times, overnight or 24 hour care may be provided in response to a family need if a suitable educator is available.

The Family and Children's Services team will only consider approval of overnight care with educators who are consistently demonstrating and documenting that the early childhood education and care they are offering meets the exceeding criteria of National Quality Standards.

#### **Prior to commencement of overnight or 24 hour care families must:**

- seek approval from the Family and Children's Services staff stating the reason for care and hours requested.
- after gaining approval from the Coordination Unit, make arrangements with their educator of choice.

#### **Family and Children's Services staff must:**

- assess each request on an individual basis in relation to family need, child/ren's best interest and educator suitability and availability.

- document and provide family with an official quotation of cost of care.
- check and approve educator's capacity to provide overnight care.

**Educators must:**

- in consultation with the family complete an overnight care agreement detailing:
  - family emergency contacts and availability
  - educator's family routine for specified period of care
  - child/ren's normal overnight routines and individual requirements
  - educational program to be offered
  - privacy and personal hygiene arrangements for children including bathing arrangements
  - sleeping arrangements must be documented in line with Sleep and Relaxation [Policy](#) including type of bed, room sharing, provision of individual clean bedding and sleep monitoring arrangements on (ECM863897)
  - overnight emergency evacuation practice and authorisations
  - nutritional policy, including meal and snack arrangements and menu documentation for provision of food
  - booked hours
  - items to be provided by parents including clothing, toiletries, food, and bedding.

**General conditions:**

- Documented consideration must be given to the suitability of children sharing a room with a child from any other family
- Where room sharing occurs for children over 8 years of age documented consideration should be given to gender suitability and privacy
- Portable cots are not to be used for overnight care
- Tobacco, Tobacco products, e-cigarettes/vaping and alcohol must not be consumed by any person present
- Household members and visitors must be aware and considerate of service policies and guidelines
- Television, music and digital technology must be monitored for appropriate content.

**Non-compliance:**

If the above procedures are not adhered to:

- Child Care Subsidy will not be claimed
- parents will be responsible for payment of full fee directly to educator
- educator will be responsible for collection of full fees.

**Reference to Linked Policy, Procedure or Guidelines**

Educator and parent/guardian – overnight and 24 hour care agreement (ECM863897)

Daily menu planner (ECM723985)

[Sleep and Relaxation Policy](#)

Communication and risk minimisation plan (ECM452168)

# Organisational Policy



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## Provision of Information, Assistance and Training to Educators

### Purpose

To ensure training and professional development is available to support the development of skills and knowledge. To provide a minimum standard for participation in ongoing training and ensure educators are supported and offered opportunities for professional discussion and networking.

### Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians/carers, children and others attending the programs and activities of Corangamite Shire Family and Children's Services, including during offsite excursions and activities.

### Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section in the [Family and Children Services Policy Manual, Mandatory Policies Reg. 168](#).

### References

Education and Care Services National Regulations [R118](#), [R169\(2\)g](#)  
National Quality Standards [4.2](#), [7.2](#)

### Policy detail

- An educational leader will be appointed in accordance with Regulation [118](#).
- Educators must complete service induction training prior to commencing care.
- Educators must attend a minimum of two approved professional development sessions annually in addition to maintaining currency in mandatory qualifications.
- Information will be distributed identifying professional development opportunities.
- The Family and Children's Services staff will ensure a variety of professional development opportunities are available and will encourage all Family and Children's practitioners to participate to support service integration.
- Meetings will be facilitated by the Family and Children's Services staff to provide a forum for educators to meet regularly, discuss concerns and opportunities and seek peer advice.
- Field visits by Family and Children's Services staff will enable individualised assistance and support to be offered to and sought by educators.

# Organisational Policy



CORANGAMITE  
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## Recruitment of Educators and Educator Assistants

### Purpose

To ensure that a fair and equitable process, detailing requirements and expectations supports the recruitment of educators and educator assistants ensuring they are committed to providing high quality early childhood education and care.

### Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians/carers, children and others attending the programs and activities of Corangamite Shire Family and Children's Services, including during offsite excursions and activities.

### Definitions

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### References

Education and Care Services National Regulations: [R119](#), [R169\(2\)b](#)  
National Quality Standard: [7.1](#)

### Policy detail

- Information detailing recruitment process will be provided to all applicants.
- Recruitment process includes:
  - written application
  - interview
  - reference checks
  - medical suitability
  - [Police](#) and [Working With Children checks](#)
  - assessment of suitability of household members
  - safety check of premises
  - [qualifications](#)
  - Public Liability insurance
  - induction
  - registration approval
  - Commitment to provide care for a minimum of three days weekly
  - Commitment to participate in ongoing training and development.
- Appointment as an educator is dependent on successful completion of the recruitment process.
- Appointment as an educator assistant is dependent on successful completion of the recruitment process and compliance with Regulation [144\(3\)](#).

# Organisational Policy



CORANGAMITE  
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## Register of Family Day Care Educators

### Purpose

To ensure compliance with Regulation [153](#).

### Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians/carers, children and others attending the programs and activities of Corangamite Shire Family and Children's Services, including during offsite excursions and activities.

### Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section in the [Family and Children's Services Policy Manual Corangamite Shire 2019 Mandatory Policies Reg. 168](#).

### References

Education and Care Services National Regulations [R153](#), [R169\(2\)c](#)

### Policy detail

A record detailing information as required will be kept for every educator in line with the requirements of Regulation 153.

# Organisational Policy



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## Shared and Relief Educator

### Introduction

Family Day Care educators are contractors/small business managers co-ordinated by the Family Day Care service. Families must be prepared for instances when their educator is unavailable due to circumstances such as illness, appointment or planned holiday. Educators are aware of the disruption this causes families and, in some instances, may be able to negotiate with another educator for the provision of relief care.

In some instances, two educators provide care from one venue, and although operating independently also work collaboratively to provide care in the absence of the other.

### Purpose

To clarify definitions, roles and responsibilities of educators in the provision of shared and relief care.

### Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians/carers, children and others attending the programs and activities of Corangamite Shire Family and Children's Services, including during offsite excursions and activities.

### Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section in the [Family and Children Services Policy Manual, Mandatory Policies Reg. 168.](#)

**Approved educator:** a person who has been approved as a Family Day Care educator with Corangamite Shire Family Day Care Service.

**Shared care:** a permanent arrangement where two educators work defined days within one venue, and parents are aware of and agree to the use of each educator for the provision of care for their children.

**Casual relief:** provision of care by an approved educator for an individual day or days or specified hours.

**Extended relief:** provision of care by an approved educator for an extended period of time with a starting and end date or a predictable pattern.

## References

### Policy detail

Parents always have the right to choose who educates their child. It is each educator's responsibility to ensure parents are aware of this and clearly understand that if they choose not to accept the offer of a relief educator that they will not be charged for booked hours when their educator is unavailable.

### Educator Family Agreements

- Shared Care
  - Booked Hours and Charges agreement (ECM498604) must be completed for each educator with their regular days of care. Provision of care outside this booking is considered relief care.
- Extended relief care and casual relief care
  - Relief educator permission form (ECM1418670) must be completed prior to care commencing.

### Shared care and extended relief care forms

- Forms that can be shared between educators
  - Emergency management plans may be shared if completed collaboratively
  - Routine excursion forms, documenting either educator as the educator in charge
  - Medication forms for non-prescription authorisations, medical conditions and communication plans – each educator must be aware of and have a clear understanding of management for any medical conditions
  - Program planning and assessment of children if completed collaboratively.
- Forms that must be completed by individual educators
  - Non-routine excursion forms
  - Medication authorisation for any prescribed medication to be administered by educator, including medical conditions. The same form may be used but must be individually completed on administration
  - Individual observation of children.

### Casual relief care forms

- Forms that can be shared between educators
  - Medication forms for non-prescription authorisations, medical conditions and communication plans – relief educators must be aware of and have a clear understanding of management for any medical conditions
  - Emergency management plans – educators must have an awareness of the contents
  - Routine excursion forms.
- Forms that must be completed by individual educators
  - Non-routine excursion forms
  - Program planning, individual observation of children
  - Medication authorisation for any prescribed medication to be administered by educator, including medical conditions. The same form may be used but must be individually completed on administration.

### Emergency evacuations

- Must be practiced individually every 3 months, and by relief educators the first day they work in a venue and at least every 3 months after that.



**Confidentiality**

- Must be respected and maintained rigorously. Failure to maintain strict confidentiality will result in a termination of registration as a Family Day Care provider with Corangamite Shire.

**Casual Relief - Specified hours – Electronic timesheets**

- There must be an electronic timesheet for each educator who is providing education and care for a child.

# Organisational Policy



CORANGAMITE  
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## Visitors to Family Day Care Premises

### Purpose

To ensure compliance with regulations, safety of children, monitoring of people within the Family Day Care environment and assist with emergency evacuation processes.

### Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, contractors, volunteers, students on placement, parents/guardians/carers, children and others attending the programs and activities of Corangamite Shire Family and Children's Services, including during offsite excursions and activities.

### Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms (e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc.) refer to the General Definitions section in the [Family and Children's Services Policy Manual, Mandatory Policies Reg. 168](#).

**Visitor:** any person present at an approved family day care premises who is not recorded as a member of the educator's household.

This includes but is not limited to: friends, relatives, colleagues, Family and Children's Services staff, professional support staff and trades people.

This also includes any visiting children present who are not signed in as attending family day care.

**Regular Visitor:** any person who visits a family day care service more than an average of five times monthly.

**Corangamite Shire Family Day Care Coordinator:** Family and Children's Services staff member engaged to monitor and support family day care educators who are part of the service.

### References

Education and Care Services National Regulations [R165](#), [R166](#), [R169\(2\)f](#)

### Policy detail

- Educators must ensure that details of all visitors during hours of care are recorded in accordance with regulations.
- Educators must not leave family day care children unsupervised with visitors, with the exception of a Corangamite Shire Family Day Care Coordinator or an appropriate Family and Children's Services staff member. Educators are responsible for the actions of visitors.
- Regular visitors must comply with the appropriate sections of the [Educator Suitability, Fitness, Propriety and Medical Assessments Policy](#)

**Human Rights Compliance**

It is considered that this policy does not impact negatively on any rights identified in the [Charter of Human Rights and Responsibilities Act \(2006\)](#)

**Review Date**

This policy will be reviewed in 2022, unless earlier as required by changes to Federal or State government legislation or regulations or changes to the circumstances governing Family Day Care in Corangamite Shire.



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Andrew Mason  
**Chief Executive Officer**  
**Corangamite Shire**

Date 21/1/2020