

EDUCATORS – ENGAGEMENT AND REGISTRATION OF ASSISTANT EDUCATORS

POLICY

Educators may elect to have a family member or friend to be their Assistant Educator. The registration of Back-up Educators must be approved by the Co-ordination Unit.

The careful selection of Assistant Educators is essential in continuing a high level of care in emergency situations. Assistant Educators must be committed and willing to participate in providing quality care for short periods.

Parents must be informed if an Educator has an Assistant Educator and must agree to that person taking on the responsibility of caring for their child/children if the need arises.

CRITERIA FOR SELECTION OF ASSISTANT EDUCATORS:

- Applicants must agree to abide by all conditions in the Assistant Educator's Agreement.
- Applicants must provide a professional referee.
- Applicants must hold a current 1st Aid Certificate.
- Applicants must undergo or have undergone a recent police check, and hold a current Working with Children Check (volunteer or employee status).

PROCEDURE

1. The applicant is interviewed, assessed, and references are checked
2. A clear police check and current Working with Children Check must be received or already at hand in the Family Day Care office.
3. A current first-aid certificate must be sighted.
4. On approval, successful applicants are to be advised of their acceptance into the Scheme.
5. The Agreement must be signed by the Assistant Educator and the Co-ordination Unit.
6. Assistant Educator details are processed into computer under appropriate Educator's details.
7. Each successful applicant is forwarded a copy of the signed Back-up Educator Agreement.
8. Assistant Educators may only provide primary care for up to **two hours** , if contracted Educator is not available due to emergency, appointment, kinder or school run.
9. Parents must be aware of the identity of Assistant Educators.

Source: Mt Alexander FDC handbook
Mt Alexander FDC Educator Agreement
National Regulations 154, 169(2)(h)

Reviewed September 2005, August 2008, July 2009, July 2012