

EDUCATORS -Keeping a Register of Educators

National Quality Standards - QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality Service

Education and Care Services National Regulations	
Reg 53	Register of family day care educators, educator assistants and coordinators

Related policies:

Home visits and monitoring policy
Record keeping policy

Purpose:

Mt Alexander Family Day Care Service aims to ensure all compliance requirements are met, in accordance with National Regulations, when registering educators.

Scope:

This policy applies to all educators, children and families of the service.

Policy:

Mt Alexander Family Day Care will ensure that information on Educators and household residents is correct and up to date at all times. Educators are required to ensure they are cooperative and assist family day care coordinators in obtaining and managing current registers.

Implementation:

The Family Day Care Service will ensure that the register of family day care educators is developed and maintained with the following information of all educators:

- The full name
- Date of birth (minimum of 18 years of age)
- Contact details
- The address of the residence or approved Family Day Care ensure where the educator will be providing education and care to children as part of the service
- The date the educator was engaged by or registered with the family day care service
- The date the educator ceased to be engaged by or registered with the service for the period of three years following that date
- The days and hours when the educator will usually be providing education and care to children as part of the service
- If the educators are an approved provider, the number of provider approval and the date the approval was granted
- If the educators is a Certified Supervisor, the number of the supervisor certificate and the date it was granted
- Evidence of any relevant qualifications held by the educator, or if applicable that the educator is actively working towards that qualification as provided under regulation 10

- Evidence that the educator has completed; current approved first aid training, current approved anaphylaxis management training and current approved emergency asthma management training Evidence of any other training completed by the educator
- If the educator will be providing education and care to children in a jurisdiction with working with children law or working with vulnerable people law, a record of the identifying number of the check conducted or card issued under that law and the expiry date of that check or card (if applicable)
- For each child educated and cared for by the educator as part of the Family Day Care service; the child's name and date of birth and the days and hours that the Educator usually provides education and care to that child
- If the education and care is provided in a residence; the full names and dates of birth of all persons aged 18 years and over who normally reside at the Family Day Care residence, and the full names and dates of birth of all children aged under 18 years who normally reside at the Family Day Care residence
- A record of the identifying number of the Working with Children Check, Working with Children Card, Working with Vulnerable People Check or Criminal History Record Check

Source: Education and Care Services National Regulations
Australian Children's Education & Care Quality Authority

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