

EDUCATORS – Monitoring, Support and Supervision of Family Day Care Educators

NATIONAL QUALITY STANDARD (NQS)

| QUALITY AREA 7: GOVERNANCE AND LEADERSHIP | | |
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| 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 | |
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| 168 | Education and care services must have policies and procedures |
| 180 | Evidence of prescribed insurance |

RELATED POLICIES

Home visits/ monitoring

Training/ in-service education

PURPOSE:

The Family Day Care Service aims to maintain quality education and care to children and families, improving practices with the service to ensure compliance with National Regulations and Law and upholding children’ health and safety at all times.

SCOPE:

This policy applies to the Approved Provider, Coordinator, Educators, Educator Assistants, children, families, and visitors of the Family Day Care Service.

Policy:

At Mt Alexander Family Day Care we are committed to assisting educators in their role in caring for and educating children and young people. We are dedicated to training and professional development, including mentoring and ongoing support that responds to the individual needs of each educator.

Moreover, we have established processes to ensure we meet our regulatory requirements to ensure our family day care settings provide a safe space for young children and promote positive health and wellbeing.

IMPLEMENTATION

Mt Alexander Family Day care will support, monitor and supervise Educators to ensure compliance with the Education and Care Services National Regulations and National Quality Standard and to be invested to continuously improve the service.

Mt Alexander Family Day Care will:

- Keep evidence of current insurance documents at the service; public liability insurance
- Ensure co-ordinators provide ongoing support and advice to Educators when education and care is being provided
- Ensure the minimum coordinator to educator ratio is applied
- Be aware of existing ratios of coordinators to educators as a condition of approval from the regulatory authority
- Take reasonable steps to ensure that each Educator and Educator Assistant engaged within the service have adequate knowledge and understanding of education and care to children
- Provide additional and flexible support to services located in remote locations including visits in person when possible
- Monitor and supervise family day care Educators using a range of methods, such as telephone conversations, e-mails, group sessions, teleconferencing
- Be responsive to Educators' for assistance and/or mentoring
- Support Educators to reflect critically on their practice
- Promote social outings, playgroups and other meetings to support Educators'
- Ensure policies and procedures are in place at the service including safe sleep and rest practices
- Take reasonable steps to ensure that any serious incident or complaint is adequately and promptly addressed by the regulatory authority
- Ensure an accurate register of each Educator and coordinator is maintained and kept securely. (This register must be kept for three years after an Educator or coordinator ceases to be registered at the service).

The Program:

- Maintain up to date educational program displayed at the service that is accessible to families
- Ensure the educational program is delivered in accordance with an approved learning framework (Belonging, Being & Becoming: The Early Years Learning Framework; My Time Our Place: Framework for School Age Care in Australia)
- Monitor-documentation in order to meet the requirements outlined in the Regulations and National Quality Standard
- Ensure Educators adhere to the Australian Code of Ethics, forming positive and respectful relationships with families and children.

Educator's Qualifications

- Maintain a register of education qualifications for Educators
- Take reasonable steps to ensure that each Educator engaged within the service have adequate knowledge and understanding of education and care to children
- Support and monitor-Educators who are 'actively working towards' their early childhood qualifications, working in accordance with training requirements
- Collaborate with Educators to discuss and reflect on individual children and families
- Offer professional learning opportunities to Educators, Educator Assistants and other staff involved in the family day care service

Physical Environment

- Ensure the Family Day Care residence and/or venue, including equipment and resources, are in a clean and safe condition
- Support Educators to provide many opportunities for play within their program by offering a range of materials and experiences to children of different ages
- Support educators to conduct risk assessments to develop and maintain a child-safe environment for children
- Monitoring any modifications required to the environment to ensure compliance
- Monitor and support educators in providing a physical environment that is safe, appropriate and inclusive for children.

SOURCE:

Australian Children's Education & Care Quality Authority. (2014)

Australian Children's Education & Care Quality Authority- National Quality Framework Information Sheet Requirements for Family Day Care Providers (2017)

Australian Government Department of Education Child Care Provider Handbook
<https://www.education.gov.au/child-care-provider-handbook-0>

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations (2017)

Guide to the National Quality Standard. (2017)

National Quality Standard. (2018)

Victoria State Government- Department of Education and Training (2019)

REVIEW:

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