

EDUCATORS - REGISTRATION

POLICY

All Educators must successfully complete the selection process before registration.

PROCEDURE

1. The following forms need to be completed:
 - Bank Details Form of Payment.
 - Medical Form.
 - Educator's Agreement.
 - Police Check Application.
 - Working with Children Check Application.
 - Public Liability Insurance Application.
2. A Police Check for all family members and residents in the Care provider over 18 years old, household must have been sighted by the Co-ordination Unit before care commences. Educators and other adult residents in the home must also apply for a working with children check (Educator must have an Employee Check, others may have a Volunteer check)
3. A Public Liability insurance policy must have been taken out by the Educator, through the Co-ordination Unit, before care commences.
4. First Aid Certificate must be current and sighted by the Co-Ordination Unit. If not obtained before commencement, Educator will undertake first available course.
5. All details must be entered on the computer before Educator commences providing care.