

EDUCATORS – SELECTION & REGISTRATION

POLICY

The selection of quality Educators is essential in providing a high level of care within the Family Day Care Scheme. Educators must be:

- committed to offering at least 20 hours of care per week for a minimum 12 month period,
- willing to participate and attend scheduled meetings/training during evenings/weekends,
- and eager to develop and extend their knowledge and skills.

CRITERIA FOR SELECTION OF EDUCATORS:

- Applicants must agree to abide by conditions as set out in Educator's Agreement and agree to undergo at least annual reassessment for on-going registration.
- Applicants must be prepared to take out appropriate insurance (*Refer FDCA*).
- Applicants must hold a current Working With Children Check.
- Applicants must undergo a police security check.
- Other household residents over 18 years old must hold a current Volunteer Working With Children Check.
- A current First Aid in an education and care setting qualification must be obtained before commencement, or as soon after as practicable.
- Applicant must be able to provide a safe home and be willing to meet FDC guidelines.
- Applicants must provide Scheme with two (2) referees, one of which must be from a professional person.
- Applicant must be prepared to undergo a medical assessment.
- Applicant must hold or be prepared to immediately commence at least a Cert III qualification.

PROCEDURE

1. On inquiry by applicant, an Information package is forwarded containing the following: Letter, , Application, Information Booklet.
2. The applicant will be informed that a member of the Co-ordination Unit can informally visit to assess their home safety and discuss anything further to assist them to make a decision on whether to submit an application.
3. On submission, the written application will be assessed by the Co-ordination Unit.
4. An interview with the selected prospective Educator is conducted.
5. Referees are contacted.
6. Notification to both successful and unsuccessful interviewees is forwarded.
7. Full Home Safety Assessment is carried out to assess the physical environment, hygiene and safety of the premises and advise of hazards requiring attention. (*Refer Educators Home Safety policy*).

EDUCATORS – SELECTION (continued)

8. Applicant is given Registration pack containing relevant information and forms for:
 - Working With Children Checks for applicant and household members over 18 years of age.
 - Police Check for applicant
 - Public Liability Insurance
 - Medical report
 - Qualification requirements
 - First Aid requirement
 - Individual fee setting
 - Educator record sheet
 - Bank deposit authority
 - Annual registration agreement
9. Before approval for registration can be given, the following must be completed satisfactorily and documentation received by the Co-ordinator:
 - Working With Children Checks
 - Police Check
 - Medical report
10. The registration approval process may cease at any time if any areas of the selection criteria are not met. The applicant will be notified in writing.
11. On approval, applicants are to be advised, in writing, of their acceptance into the Scheme.
12. Care will be approved to commence on the satisfactory completion of:
 - Final Home Safety Assessment
 - Public Liability Insurance cover
 - Agreement signed by Educator and Co-ordinator
 - All current documentation received at the Co-ordination Unit office
13. An Orientation/Induction program is held before Educator commences work.
14. A record of all educators is required to be kept and maintained with regular updated information included as they occur.
15. All Educator documentation is to be recorded on the Educator record sheet and filed within the FDC Co-ordination Unit Office.
16. Registration is reviewed at least annually and on-going approval is subject to satisfactorily meeting regulatory requirements and Mt Alexander FDC policy guidelines.