



**Nature Alliance Family Day Care Service**  
**Monitoring , Support and Supervision of Family Day Care Educators and Educator Assistants**



**POLICY IN THIS SECTION AS REQUIRED BY**

Education and Care Services National Law (WA) Act 2012: Section 3(2)(a); 163; 164; 165; 168; 170; 175

Education and Care Services National Regulations, 2012 – ‘Regulations’:74; 75; 76; 115; 116; 117; 118; 124; 127; 128; 144; 153; 154; 155; 157; 159; 160; 161; 162; 164 ; 169(2)(d); 170

National Quality Standards for Early Childhood Education and Care and School Age Care (2010)Standards: 1.2; 2.1; 2.2; 4.1; 4.2; 5.1; 5.2; 6.1; 6.2; 7.2;

**PURPOSE:**

To both maintain quality of early childhood education and care and continually improve the practices within Family Day Care Service, whilst meeting relevant legal requirements.

**SCOPE:**

This policy applies to Family Day Care Educators and Educator Assistants.

**PRINCIPLE:**

To implement fair and transparent processes in supporting, monitoring and supervising Family Day Care Educators and Educator Assistants, using best endeavours to ensure the continuing improvement of the service.

**POLICY:**

The Family Day Care Service will support, monitor and supervise Family Day Care Educators and Educator Assistants in complying with the Regulations, Standards and to be empowered to continually improve their service. This support may be conducted via face-to-face visits, by phone or FaceTime calls.

**PROCEDURE:**

The Family Day Care Service will develop procedures for:

1. Monitoring and supporting Family Day Care Educators and Educator Assistants by a schedule of visits (announced, unannounced, random, targeted campaign, and planned reviews, to ensure ongoing compliance).
2. The provision of guidance, information, support and supervision to assist approved Family Day Care Educators and Educator Assistants to understand their responsibilities and to comply with the National Law, National Regulations and National Standards.
3. Supporting all Family Day Care Educators and Educator Assistants by making available advice and assistance at all times that education and care is being provided, including Family Day Care Educators and Educator Assistants residing in remote locations.

**Specific Procedures:**

**1. Program**

- 1.1 The Family Day Care Service will support Family Day Care Educators to develop an educational program and monitor the program to ensure it meets the following criteria:
  - 1.1.1 delivered in accordance with and based on an approved learning framework;
  - 1.1.2 based on the developmental needs, interests and experiences of each child, and
  - 1.1.3 takes into account the individuality of every child.

- 1.2 The Family Day Care Service will support Family Day Care Educators to develop an educational program and monitor that the program to ensure it contributes to the following outcomes:
  - 1.2.1 Children have a strong sense of identity;
  - 1.2.2 Children are connected with and contribute to his or her world;
  - 1.2.3 Children have a strong sense of wellbeing;
  - 1.2.4 Children are confident and involved learners; and
  - 1.2.5 Children are effective communicators.
- 1.3 The Family Day Care Service will monitor any portfolios or learning journals used as assessment tools include an analysis of children's learning to meet the requirements of the National Regulations [R. 74 (1a), (1b)].
- 1.4 The service will monitor that Family Day Care Educators provide, at a parent's request, the following information:
  - 1.4.1 The content and operation of the educational program as it relates to that child;
  - 1.4.2 Information about that child's participation in the program; and
  - 1.4.3 A copy of assessments or evaluations in relation to that child.
- 1.5 If an Educator ceases registration with a service a sample of documentation and assessments of child's development will be delivered to the Family Day Care Service.
- 1.6 The service will monitor and support the Family Day Care Educators and Educator Assistants interactions and practices to ensure they are positive, ethical and respectful and risks to children are minimised.

## **2. Qualifications**

- 2.1 The Family Day Care Service will record and retain copies of Family Day Care Educators and Educator Assistant's relevant qualifications. It is the Educator's responsibility to ensure that all qualifications remain current.
- 2.2 The Family Day Care Service will record and identify all other training completed by Family Day Care Educators and Educator Assistants.
- 2.3 Should the Family Day Care Educator and Educator Assistants wish to further their studies, it is their responsibility to ensure that any practical placement observations, documentation sign off or unit assessments are conducted by the Registered Training Organisation with which they are registered.

## **3. Continuous Improvement**

- 3.1 The Family Day Care Service will support:
  - 3.1.1 Family Day Care Educators to recognise their particular strengths, talents and interests;
  - 3.1.2 Family Day Care Educators to work collaboratively with the Family Day Care Service and families to further develop their skills and improve practice and relationships;
  - 3.1.3 Collaborative opportunities for Family Day Care Educators to discuss and reflect on individual children and families;
  - 3.1.4 Educators in an ongoing cycle of review through which current practices are examined and reviewed and new ideas generated.

- 3.2 The Family Day Care Service will record this information on individual Educator's continuous improvement plans.

#### **4. Physical Environment**

- 4.1 The Family Day Care Service will:
- 4.1.1 Monitor the Family Day Care residence to ensure that the residence or venue and all equipment and furniture used for the education and care of children are clean, safe and in good repair;
  - 4.1.2 Support the Educator and Educator Assistant to develop risk assessment plans for the physical environment;
  - 4.1.3 Monitor any modifications and or intention to modify the environment to ensure compliance with the FDSee Residence and or Venue Assessment form. The Educator will notify the Family Day Care Service and relevant authorities in writing prior to commencement of modifications;
  - 4.1.4 Support and monitor Educators in providing a physical environment that is safe, suitable and creates a rich and diverse range of experiences that promotes children's learning and development.

#### **5. Records**

- 5.1 Educators and Educator Assistants will be monitored and supported to understand the requirement for all records to be maintained in accordance with legislative requirements and are stored appropriately to ensure confidentiality.
- 5.2 The Family Day Care Service will monitor and support practices to ensure that all family and children's information is communicated in a professional and confidential manner whether the information is written, discussed, electronically transmitted or by any other means.
- 5.3 The Family Day Care Service will provide Educators with the policies and processes necessary for the effective administration and management of their education and care service including compliance with legal requirements as required under R.168, 169, 170,171.
- 5.4 Family Day Care Educators will make the Service Policies and processes available to Educator Assistants where necessary for the effective administration and management of their education and care service including compliance with legal requirements as required under R. 171.

#### **6. Visits To Family Day Care Residences And Venues**

The Family Day Care Service will:

- 6.1 Conduct regular planned and unplanned support visits to Educator and Educator Assistants and ensure a written record is kept of these visits.
- 6.2 Discuss and record progress towards continuous improvement plans during support visits to Educators.
- 6.3 Support Educators to manage care of own family members without compromising care and education of enrolled children.
- 6.4 Work collaboratively with Educators to determine their own professional development needs and support them to receive that training.

**SUPPORTING DOCUMENTS:**

To implement this Policy refer to:

FDSee Educator Home Visit Report

FDSee Annual Venue Assessment

NA-FRM-0018, NA-FRM-0018 A-D,F - Risk Management Forms

NA-IFRM-0032-Educator Annual Self-Assessment and Review of Practices

NA-IFRM-0033 Educator Annual Quality Improvement Plan

NA-FRM-0040 Emergency Evacuation Drill Management Plan