



# Nature Alliance Family Day Care Service

Keeping a Register of Family Day Care Service Staff, Educators, Educator Assistants, Students & Volunteers



## **POLICY IN THIS SECTION AS REQUIRED BY**

Education and Care Services National Law (WA) Act 2012: Section 269

Education and Care Services National Regulations, 2012 – ‘Regulations’:149; 153; 154; 169(2)(b)(c)

National Quality Standards for Early Childhood Education and Care and School Age Care (2010)

## **PURPOSE:**

To have a register of information on Family Day Care Service staff, Family Day Care Educators, Family Day Care Assistants, volunteers and students involved in the education and care of children.

## **SCOPE:**

This policy applies to Family Day Care Service staff, Family Day Care Educators, Family Day Care Assistants, volunteers and students.

## **PRINCIPLE:**

To have a process in the place to accurately and securely record information on Family Day Care service staff, Family Day Care Educators, Family Day Care Assistants, volunteers and students in accordance with legislative requirements.

## **POLICY:**

A Register containing information of Family Day Care Service staff, Educators, Assistants, volunteers and students will be maintained by the Family Day Care Service in compliance with legislative requirements.

## **GENERAL PROCEDURE:**

The Family Day Care Service will develop and maintain a register containing information on:

1. Family Day Care Educators as required under R153 of the National Regulations;
2. Family Day Care Service staff, Family Day Care Co-ordinators and Family Day Care Assistants as required under R154 of the National Regulations; and
3. Volunteers and students as required under R149 of the National Regulations.

## **SPECIFIC PROCEDURES:**

1. The Family Day Care Service must keep and maintain at its principle office a register of each Family Day Care Educator and Family Day Care Assistant and any other person engaged by or registered with a Family Day Care Service to educate and care for a child.
2. The Family Day Care Educator’s register must contain the prescribed information in respect of each Family Day Care Educator and Family Day Care Assistant engaged by or registered with a Family Day Care Service. This information must include:
  - 2.1 The full name, address and date of birth.
  - 2.2 The contact details of the educator/assistant.

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- 2.3 The address of the residence or approved Family Day Care venue, including a statement as to whether it is a residence or a venue.
  - 2.4 The date that the educator/assistant was engaged by or registered with the service.
  - 2.5 Where applicable, the date that the educator/assistant ceased to be engaged by or registered with the service, for the period of 3 years following that date.
  - 2.6 The days and hours when the educator will usually be providing care and education to children as part of the service.
  - 2.7 If the staff member or educator is an approved provider, the number of the provider approval and the date that the approval was granted (if appropriate).
  - 2.8 If the staff member or educator is a certified supervisor, the number of the supervisor certificate and the date it was granted (if appropriate).
  - 2.9 Evidence of qualifications or that the educator is working towards that qualification.
  - 2.10 Evidence of first aid, anaphylaxis management, responding to allegations of child abuse, and emergency asthma management training.
  - 2.11 Evidence of any other training completed by the educator.
  - 2.12 A record of Working with Children Check notice number and expiry date.
  - 2.13 Details of each child cared for by the educator as part of the service including name, date of birth, days and hours that the educator usually provides care.
  - 2.14 If the care is provided in a residence, the record must include the full names and dates of birth of all adults and children who normally reside at the residence.
  - 2.15 A record of the Working with Children Check notice number, record of criminal history record check, or teacher registration of each person aged 18 years and over who normally resides at the Family Day Care residence, including the date of expiry if applicable and the date the check, card, record or registration was sighted by the nominated supervisor of the service.
  - 2.16 the name of the Family Day Care Educator that the Family Day Care Assistant will be working with.
3. For Family Day Care Service staff, the register must contain the details of the designated educational leader, nominated supervisor and coordinators of the family day care service
  4. For additional service staff, the Family Day Care Service will:
    - 4.1 Keep a record of additional service staff, not directly involved in the care and education of children.
  5. For volunteers and students, the Family Day Care Service will:
    - 5.1 Include in the register details of any students or volunteers who participate in the care and education of a child. The register must include:
      - a) full name, address and date of birth of the student or volunteer; and
      - b) a record of the date and hours on which the student or volunteer participates in the service.
  6. The Family Day Care Service will provide any information on the register and any changes to that information to the Regulatory Authority on request.

**SUPPORTING DOCUMENTS:**

Register for Family Day Care Educators  
 Register for Family Day Care Assistants  
 Register for Family Day Care Service staff  
 Register for volunteers and students

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