



Nature Alliance Family Day Care Service

Monitoring, Support & 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; 1.2; 2.1; 2.2; 2.3; 4.1; 4.2; 5.1; 5.2; 6.1; 6.2; 7.2; Element 7.3.1 7.3.1.

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 Family Day Care Assistants

PRINCIPLE:

To implement fair and transparent processes in supporting, monitoring and supervising Family Day Care Educators and Family Day Care 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 assistants in complying with the Regulations and Standards and to be empowered to continually improve their service.

PROCEDURE:

The Family Day Care Service will develop procedures for:

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

SPECIFIC PROCEDURES:

When following these procedures the following forms should be considered and used:

- a) Family Day Care Visit Checklist
- b) Assessment of residence/approved venue

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- c) Registration and Membership Application and Educator/ and Assistant
- d) Service Agreements and accompanying documents
- e) Risk Management
- f) Family Day Care Service Educators continuous improvement form

1. Program

- 1.1 The Family Day Care Service will ensure the educator and assistant have a current educational program displayed at the service at a place that is easily accessible and available for inspection on request.
- 1.2 The Family Day Care Service will support educators to develop an educational program and monitor the program to ensure it meets the following criteria:
 - 1.2.1 delivered in accordance with and based on an approved learning framework;
 - 1.2.2 based on the developmental needs, interests and experiences of each child, and
 - 1.2.3 takes into account the individuality of every child.
- 1.3 The Family Day Care Service will support educators to develop an educational program and monitor that the program to ensure it contributes to the following outcomes:
 - 1.3.1 Children have a strong sense of identity;
 - 1.3.2 Children are connected with and contribute to his or her world;
 - 1.3.3 Children have a strong sense of wellbeing;
 - 1.3.4 Children are confident and involved learners; and
 - 1.3.5 Children are effective communicators.
- 1.4 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)].
- 1.5 The service will monitor that an Educator or Assistant provides, at a parent’s request, the following information:
 - 1.5.1 The content and operation of the educational program as it relates to that child;
 - 1.5.2 Information about that child’s participation in the program; and
 - 1.5.3 A copy of assessments or evaluations in relation to that child.
- 1.6 If an Educator ceases registration with a service all documentation and assessments of child’s development will be delivered to the Family Day Care Service.
- 1.7 The service will supervise, monitor and support the Educator or Assistants interactions and practices to ensure they are positive, ethical, respectful and risks to children are minimised.

2. Qualifications

- 2.1 The Family Day Care Service will sight, record and retain copies of Educators and assistant’s relevant qualifications.
- 2.2 The Family Day Care Service will record and identify all other training completed by Educators and Assistants

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2.3 The Family Day Care Service will monitor and support Educators, to have or be actively working towards, at least an approved Certificate III level Education and Care qualification.

3. Continuous Improvement

3.1 The Family Day Care Service will support:

- 3.1.1 Educators and Assistants to recognise their particular strengths, talents and interests;
- 3.1.2 Educators with opportunities 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 Educators to discuss and reflect on individual children and families; and
- 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 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 *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 Educator and Assistant 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 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 or assistants 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.169 (2).

6. Visits To Family Day Care Residences And Venues

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The Family Day Care Service will:

- 6.1 Conduct regular planned and unplanned support visits to educators and 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 and Assistants.
- 6.3 Support Educators to manage care of own family members without compromising care and education of enrolled children.
- 6.4 Work alongside Educators and Assistants to determine their own professional development needs and support them to receive that training.

SUPPORTING DOCUMENTS:

To implement this Policy refer to:

Family Day Care Educator Visit checklist

Residence/approved venue

Registration & Membership Application

Educator/Assistant Register

Service Partnership Agreement

Risk Management Forms

Family Day Care Service Educators Continuous Improvement Form

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