



**Nature Alliance Family Day Care Service**  
**Provision of Information, Support & Professional Development to Family Day Care Educators and Assistants**



**POLICIES IN THIS SECTION AS REQUIRED BY**

Education and Care Services National Law (WA) Act 2012: Section 164; 168

Education and Care Services National Regulations, 2012 – ‘Regulations’:168; 169(2)(g)

National Quality Standards for Early Childhood Education and Care and School Age Care (2010) Standards; 4.2; 7.1; 7.2; 7.3

**PURPOSE:**

To provide current information, support and training to Family Day Care Educators and Assistants.

**SCOPE:**

This Policy applies to Family Day Care Educators and Assistants (new and continuing) and Family Day Care Service staff.

**PRINCIPLES:**

The Family Day Care Service will distribute information to Family Day Care Educators and Assistants;

The Family Day Care Service will provide ongoing assistance and access to training for Family Day Care Educators and Assistants.

**POLICY:**

The Family Day Care Service will provide current information, ongoing assistance, access to and opportunities for training.

**GENERAL PROCEDURES:**

The Family Day Care Service will develop:

1. Initial and ongoing training opportunities and access for Family Day Care Educators and assistants.
2. A Continuous Improvement Plan to assist them in developing as part of the quality improvement process for each Family Day Care Educator.

**SPECIFIC PROCEDURES:**

**The Family Day Care Service Will**

1. Ensure every Family Day Care Educator and Assistant is provided with comprehensive and informative orientation training.
2. Develop a philosophy statement and provide information and support to Family Day Care Educators and Assistants to incorporate planning and programming to reflect this philosophy.
3. Ensure Educators and assistants will have access to sufficient training and support to implement the Early Years Learning Framework and My Time, Our Place Framework for School Aged Children.

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4. Designate in writing a suitably qualified and experienced person as Educational Leader to guide curriculum development and to ensure children achieve the outcomes of the approved learning frameworks.
5. Ensure Educators and Assistants have access to training and information regarding their responsibilities and requirements under the National Quality Standards.
6. Support and assist Educators and Assistants to develop their own quality improvement plans including identification of strengths and training needs analysis
7. Endeavour to provide access to training to Educators and assistants through a variety of means, including multimedia, learning packages and face to face training sessions facilitated by the service provider or an external trainer.
8. Maintain a record of training and support provided to Educators and Assistants.
9. Ensure Family Day Care Educators and Assistants are informed and have access to ongoing essential training: for example: Identifying and Responding to Concerns for a Child's Wellbeing, and Anaphylaxis and Asthma management.
11. Develop a plan for timely delivery of essential training for Educators and Assistants.
12. Endeavour to provide information of training opportunities available in the local area.
13. Provide Educators and Assistants with links to relevant curriculum documents and information websites.
14. Provide Educators and Assistants with electronic or paper copies of all service policies and procedures.
15. Ensure that Educators and Assistants have been provided with information about and support to develop processes for the effective maintenance, disposal and storage/display of records such as:
  - 15.1 Insurance documents
  - 15.2 Accident records
  - 15.3 Medication records
  - 15.4 Attendance records
  - 15.5 Provider/service approval
  - 15.6 Service rating
  - 15.7 Service of waivers
  - 15.8 Service operation information
  - 15.9 Health and safety, including attendance of a child at risk of anaphylaxis or the occurrence of an infectious disease.
16. Actively seek feedback from Educators and Assistants regarding the level and quality of information, assistance and training provided.
17. Actively seek feedback and input from Educators, Assistants, and parents in the development and review of policies and procedures.

### **The Family Day Care Educator will**

1. Undertake to meet all essential training requirements as stipulated in section 2 (2.1) Qualifications in the Policy: Monitoring, support and supervision of Family Day Care Educators and Family Day Care Assistants.
2. In addition to essential training, undertake 8 hours of professional development between each service membership period.  
If the Family Day Care Educator fails to comply with undertaking the 8 hours of professional development, the Family Day Care Service membership will be extended up to 6 months until compliance is met.

### **SUPPORTING DOCUMENTS:**

To implement this Policy refer to:

- Family Day Care Service Educators Continuous Improvement Form
- Family Day Care Educator visit checklist procedures

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