



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

PRINCIPLE:

To implement fair and transparent processes in supporting, monitoring and supervising Family Day Care Educators, Relief 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 Relief Educators, and Educator 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 Relief 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 and support to assist approved Family Day Care Educators, Relief 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, Relief Educators, and Educator Assistants by making available advice and assistance at all times education and care is being provided, including Family Day Care Educators, Relief Educators, and Educator Assistants residing in remote locations.

SPECIFIC PROCEDURES:

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

- a) Family Day Care Visit Report
- b) Assessment of residence/approved venue
- c) Registration and Membership Application for Educator, Relief Educator and Educator Assistant.
- d) Service Agreements and accompanying documents
- e) Risk Assessment and Management Plans
- f) Family Day Care Service Educators continuous improvement form

1. Program

- 1.1 The Family Day Care Service will ensure the Family Day Care Educators and Relief Educators, 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 Family Day Care Educators and Relief 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 Family Day Care Educators and Relief 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 Family Day Care Educators and Relief Educators, provide, 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 Family Day Care Educators, Relief 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 sight, record and retain copies of Family Day Care Educators, Relief Educators and Educator Assistant's relevant qualifications.
- 2.2 The Family Day Care Service will record and identify all other training completed by Family Day Care Educators, Relief Educators and Educator Assistants
- 2.3 The Family Day Care Service will monitor and support Educators and Relief 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 Family Day Care Educators and Relief Educators to recognise their particular strengths, talents and interests;
 - 3.1.2 Family Day Care Educators and Relief 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 Family Day Care Educators, Relief Educators to discuss and reflect on individual children and families; and
 - 3.1.4 Educators and Relief 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 and Relief Educators 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, Relief 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 *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 and Relief 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, Relief Educator 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 and Relief Educator 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 and Relief 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, Relief 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 and Relief 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 and Relief Educators 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 Report
- Residence/approved venue Assessment
- Registration & Membership Applications
- Educator, Relief Educator, Educator Assistant Register
- Service Partnership Agreement
- Risk Management Forms
- Family Day Care Service Educators Continuous Improvement Form