



# Nature Alliance Family Day Care Service

## Employment of Family Day Care Service Staff



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

Education and Care Services National Law (WA) Act 2012: Section 163; 164, 169

Education and Care Services National Regulations, 2012 – ‘Regulations’:47;118; 128

National Quality Standards for Early Childhood Education and Care and School Age Care (2010) Standard.2; Element 7.1.2

### **PURPOSE:**

To employ Family Day Care Service staff who have relevant qualifications and skills to support Family Day Care Educators in their provision of Early Childhood Education and Care.

### **SCOPE:**

This Policy applies to the Family Day Care approved provider and Family Day Care Service staff.

### **PRINCIPLE:**

To act in an equitable and transparent manner when employing staff to support the work of Family Day Care Educators in their provision of early childhood education and care.

### **POLICY:**

Staff will have relevant qualifications and skills to support the Family Day Care Educators provision of early education and care that reflects the service’s philosophy

### **GENERAL PROCEDURE:**

The Family Day Care Service will employ qualified staff to support and monitor the practices of Family Day Care Educators engaged by the Family Day Care Service.

### **SPECIFIC PROCEDURES:**

The employment of Family Day Care Service staff will be undertaken to meet the approved provider’s employment procedure or the procedure as listed taking regard of the Equal Employment Opportunity and Discrimination Legislation.

1. Advertise position.
2. Upon request by the applicant an Information package given to applicants detailing the job description, selection criteria and employment conditions. Applicants are advised to respond to the selection criteria and to provide a current curriculum vitae and certified copies of qualifications and other documentation.
3. Applications are received and recorded.
4. An interview panel is selected.
5. Applications are assessed and shortlisted based on the following criteria: responses to the selection criteria.

6. Shortlisted applicants are interviewed by the selected interview panel.
7. Referees are checked.
8. Second interview is undertaken if required.
9. Successful applicant is notified.
10. Once successful applicant accepts the position, all other applicants are notified and mechanisms to provide feedback, if requested, are put in place.
11. Contract and employment conditions are agreed. This includes but is not limited to Commencement date, remuneration (superannuation and any other items if included in the remuneration package), and performance management dates.
12. Prior to commencing employment all required documentation as listed below will be provided to the employer.
13. Induction and Orientation begins

The Family Day Care Service will assess all applicants based on them meeting the following criteria:

1. Aged 18 years or over
2. Current Working With Children check.
3. National Police Certificate issued within the last six months.
4. A criminal history statutory declaration covering the period from the date of the police clearance to the first date of employment.
5. If the applicant lived or worked outside of Australia at any time within the previous three years a statutory declaration must be completed containing the following declaration: "I have not been convicted or charged with any criminal offence during my absence for Australia (add dates of absence from Australia)".
6. A disciplinary proceedings statement.
7. Proof of Identity including:
  - 7.1 Photographic identification;
  - 7.2 Full name or and any former name or other name that the applicant has been known by;
  - 7.3 Residential address
  - 7.4 Current contact details
  - 7.5 Current drivers licence
8. Medical clearance
9. Details and evidence of the applicant's relevant skills, experience, training and qualifications including:
  - 9.1 How the applicant meets the minimum requirements as set out in R.47 of the Education and Care Services National Regulations

The following additional criteria are required for the position of:

## **Supervisor Certificate**

### **1. The Applicants Must Have:**

- 1.1 Adequate knowledge and understanding of the provisions of education and care to children;
- 1.2 the ability to effectively supervise and manage an education and care service; and
- 1.3 At least one of the following:
  - 1.3.1 At least 3 years' experience working as an educator in an education and care service or a children's service or a former education and care services law;
  - 1.3.2 An approved diploma level education and care qualification;
  - 1.3.3 An approved early childhood teaching qualification.

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## **Educational Leader**

1. The approved provider of an education and care service must designate, in writing, a suitably qualified and experienced educator, co-ordinator or other individual as educational leader at the service to lead the development and implementation of educational programs in the service.
2. An approved First Aid Certificate, Emergency Asthma, Anaphylaxis Management and Identifying and Responding to Concerns for a Child's Wellbeing (Refer to Definitions for these requirements).

## **Family Day Care Coordinator**

1. An approved diploma level education and care qualification;
2. An approved First Aid Certificate, Emergency Asthma, Anaphylaxis Management and Identifying and Responding to Concerns for a Child's Wellbeing (Refer to Definitions for these requirements).