



**Nature Alliance Family Day Care Service**  
**Fit & Proper Assessment of Family Day Care Educators, Assistants and**  
**Adults Residing at the Family Day Care Residence**



**POLICY IN THIS SECTION AS REQUIRED BY**

Education and Care Services National Law (WA) Act 2012: Section 3(2)(a); 3(3)(a-f); 163;164.

Education and Care Services National Regulations, 2012 – ‘Regulations’:119; 127; 128;  
136(3); 144; 163 164; 169 (2)(a)(e); 174(1)

**PURPOSE:**

To ensure the safety, wellbeing and education of children.

**SCOPE:**

Family Day Care Educators, Family Day Care Educator Assistants, and adults residing at the Family Day Care premises.

**PRINCIPLE:**

To ensure the ongoing wellbeing, safety, education and care of children within Family Day Care is maintained through a rigorous ongoing assessment

**POLICY:**

Best endeavours will be undertaken to ensure Family Day Care Educators, Educator Assistants and adults residing at the Family Day Care residence are fit and proper persons to be in the company of children.

**GENERAL PROCEDURE:**

The Family Day Care Service will develop:

An assessment process, that meets all legislative requirements, to determine if a Family Day Care Educator, Educator Assistant and/or adult is a fit and proper person to be in the company of children.

**SPECIFIC PROCEDURES TO UNDERTAKE A FIT AND PROPER ASSESSMENT**

Applicants will provide the following documentation to the Family Day Care Service to assist in the assessment of ‘fit and proper to be in the company of children’.

The service will use the information obtained from this documentation and other relevant contacts to assess the applicant’s fit and proper status for service registration.

**1: Family Day Care Educator**

The Family Day Care Educator must:

1. be over 18 years of age;
2. possess or obtain a Criminal History Check including but not limited to a National Police Clearance, that is not older than 6 months at time of application;
3. obtain a statement, from their original jurisdiction or make a statutory declaration regarding any overseas criminal history, if the applicant has lived and worked overseas at any time within the last 3 years;
4. obtain a Working with Children check;

5. The FDC service may request the applicant to provide a medical clearance should any issues arise that may be considered to affect the work of the family day educator in providing education and care to a child/ren;
6. hold a current First Aid certificate HLTAID004 - Provide an Emergency First Aid response in an Education and Care setting, including CPR updated annually
7. possess a current Driver's Licence if applicable;
8. provide two Referees – who agree to be contacted as referees;
  - a. *[Note: A referee must be a person to whom the applicant is known and who has observed the applicant caring for and educating children. The referees may be a previous employer of the applicant or has worked with him or her in a paid or unpaid capacity.]*
  - b. *A person is not eligible to provide a reference for an applicant if the person is:*
    - i. *an employee of the applicant including family day care assistants*
    - ii. *related or related by marriage, including defacto/spouse*
    - iii. *the applicant*
9. provide a Curriculum Vitae stating relevant qualifications and experience;
  - a. *[Note: this includes information that identifies any role the applicant has held in an education and care service or a children's service in the previous 3 years and if so the name and location of the service].*
10. disclose any formal disciplinary proceedings against the applicant;
  - a. *[Note: this information identifies any formal disciplinary proceeding against the applicant under an education and care and/or children's services law of a participating jurisdiction and the outcome, if known by the individual].*
11. Hold a recognized and accredited food handling course.
12. Hold a minimum of Certificate III in Children's Services (Working towards a qualification may be accepted under certain circumstances).

## 2: Family Day Care Educator Assistant

The Family Day Care Educator Assistant must:

1. be over 18 years of age;
2. possess National Police Certificate that is not older than six months at the time of application;
3. obtain a statement from their original jurisdiction or make a statutory declaration regarding any overseas criminal history if the applicant has lived and worked overseas at any time within the last 3 years;
4. obtain a Working with Children check;
5. The FDC service may request the applicant to provide a medical clearance should any issues arise that may be considered to affect the work of the family day educator in providing education and care to a child/ren;  
hold a current First Aid certificate HLTAID004 - Provide an Emergency First Aid response in an Education and Care setting and CPR updated annually
6. possess a current Driver's Licence if applicable;
7. provide two Referees – who agree to be contacted as referees.
  - a. *[Note: A referee must be a person to whom the applicant is known and who has observed the applicant caring for and educating children. The referees may be a previous employer of the applicant or has worked with him or her in a paid or unpaid capacity.]*
  - b. *A person is not eligible to provide a reference for an applicant if the person is*
    - a) *an employee of the applicant including family day care assistants*
    - b) *related or related by marriage, including defacto/spouse*
  - c. *or*
  - d. *c) the applicant]*
8. provide relevant qualifications and experience

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- a. [Note: *this includes information that identifies any role the applicant has held in an education and care service or a children’s service in the previous 3 years and if so the name and location of the service*].
- 9. disclose any formal disciplinary proceedings against the applicant;
  - a. [Note: *this information identifies any formal disciplinary proceeding against the applicant under an education and care and/or children’s services law of a participating jurisdiction and the outcome, if known by the individual*].
- 10. Hold a recognized and accredited food safe course.

**3: Adults Residing At The Family Day Care Residences**

An adult over 18 years of age and residing at a family day care residence must:

- 1. possess or obtain a National Police Certificate that is not older than 6 months at time of application or possess a current teacher registration.
- 2. obtain a Working with Children Check;

**4: Adults Residing at the Residence on a Temporary Basis (Visitors)–Less than 30 days**

Any visitor over the age of 18 years of age that is residing at the family day care residence for less than 30 days must provide supporting documentation to the Educator so a Visitor Benefit Risk Assessment can be completed and parents can acknowledge this resident prior to the visit taking place. A Benefit Risk Assessment and the Parent Acknowledgement of Temporary Residents will be completed, and all supporting documentation will be forwarded to the service for approval prior to the visitation taking place.

**5: Family Day Care Educator Responsibilities**

The Family Day Care Educator providing education and care at the approved Family Day Care residence will:

- 1. Notify the service provider of any children residing or intending to reside in the Family Day Care residence who are turning 18 years of age within 30 days prior to them turning 18;
- 2. Ensure any children residing or intending to reside in the Family Day Care residence who are turning 18 years of age, provide the Family Day Care Service provider with a Working with Children Card or proof of application and a National Police Clearance not more than 6month old.
- 3. Notify the Family Day Care Service provider in writing within 24 hours of any change of circumstances to residents or persons intending to reside who are over 18 years of age who have previously been assessed as fit and proper.
- 4. Complete a Visitor Benefit Risk Assessment for any person aged over 18 years of age intending to reside in the Family Day Care residence on a temporary basis including all supporting documentation and submit it to the service for approval prior to the visitation taking place.

**6: Family Day Care Educator Assistant Responsibilities:**

Family Day Care Educator Assistants will be guided by the Educator to meet all requirements.

**SUPPORTING DOCUMENTS:**

- NA-POL-0023 Visitors to a FDC Residence or Venue
- NA-FRM-0025 Visitor Benefit Risk Assessment Form
- NA-FRM-0033 Parent Acknowledgement of Temporary Residents

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