



## Nature Alliance Family Day Care Service

Fit & Proper Assessment of Family Day Care Educators, Assistants, Adults and Regular Visitor being 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; 136(3); 144; 163 164; 165,166, 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, adults residing at the Family Day Care residence and all regular visitors are fit and proper persons to be in the company of children. If at any time, police are required to attend the family day care premises in relation to violent behaviours, drugs or alcohol related incidents, or any incident that relates to the health and safety of any person on the premises, Nature Alliance must be notified within 24 hours of the event or on the next working day, if the event occurred on the weekend or over a public holiday. This applies even if children are not in care.

#### **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, adult or regular visitor 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 and be renewed every three years, in line with the expiry date of the Working With Children Card. Failure to keep

3. these qualifications current will result in the Educator's service being suspended until such time they are in place;
4. 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;
5. obtain a Working with Children check and keep this current while operating as a Family Day Care Educator. Failure to keep these qualifications current will result in the Educator's service being suspended until such time they are in place;
6. 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 Care Educator in providing education and care to a child/ren;
7. hold a current First Aid certificate - Provide an Emergency First Aid response in an Education and Care setting, including CPR updated annually. Failure to keep these qualifications current will result in the Educator's service being suspended until such time they are in place. Exceptional circumstances may apply for remote locations with written approval from Nature Alliance FDC.
8. hold a current approved Child Protection Certificate, which must be updated every 3 years from the date of issue. Failure to keep these qualifications current will result in the Educator's service being suspended until such time they are in place.
9. possess a current Driver's Licence if applicable;
10. 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*
11. 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].*
12. 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].*
13. Hold a recognized and accredited food handling course
14. Hold a minimum of Certificate III in Children's Services or approved equivalent qualification.
15. Hold a current safe sleeping certificate that is updated every three years from the date of issue.

## 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 6 months at time of application and be renewed every three years in-line with the expiry date of the Working With Children Card. Failure to keep these qualifications current will result in the Educator's service being suspended until such time they are in place;

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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 and keep this current while working as an Educator Assistant. Failure to keep these qualifications current will result in the Educator Assistant being suspended until such time they are in place.
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 Care Educator Assistant in providing education and care to a child/ren;
6. hold a current First Aid certificate - Provide an Emergency First Aid response in an Education and Care setting and CPR updated annually. Failure to keep these qualifications current will result in the Educator assistant being suspended until such time they are in place. Exceptional circumstances may apply for remote locations with written approval from Nature Alliance FDC;
7. hold a current approved Child Protection Certificate, this must be updated every 3 years. Failure to keep these qualifications current will result in the Educator's service being suspended until such time they are in place.
8. possess a current Driver's Licence if applicable;
9. 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]*
10. provide 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].*
11. 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].*
12. Hold a recognized and accredited food safe course.
13. Hold a current safe sleeping certificate that is updated every three years.

### **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 and be renewed every three years in-line with the expiry date of the Working With Children Card. Failure to keep these qualifications current will result in the Educator's service being suspended until such time they are in place;
2. obtain a Working with Children Check and keep this current while residing at the premises; Failure to keep these qualifications current will result in the Educator's service being suspended until such time they are in place

### **4: Adults Visiting the Residence on a Temporary**

Any adult who visits the Educator's home or the Educator's property:

- a) more than twice a week and stays for more than two hours at a time while children are in care; or

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- b) Stays overnight at the Educator's home or on the Educator's property more than twice a month on an ongoing basis; or
- c) Stays in the Educator's home or on the Educator's property for any longer than a consecutive two-week period

Must:

1. possess or obtain a National Police Certificate that is not older than 6 months at time of application and be renewed every three years in-line with the expiry date of the Working With Children Card. Failure to keep these qualifications current will result in the Educator's service being suspended until such time they are in place;
2. obtain a Working with Children Check and keep this current while residing at the premises; Failure to keep these qualifications current will result in the Educator's service being suspended until such time they are in place..
3. A Regular Visitor/Temporary Resident Benefit Risk Assessment and the Parent Acknowledgement of Regular Visitors and Temporary Residents form must be completed and forwarded to the service by the Educator for approval within 7days or before the visitor arrives as per Policy 23 – Visitors at a Family Day Care Service.

### 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 30 days prior to them turning 18 years of age.
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 6-months old.
3. notify the Family Day Care Service provider in writing within 24 hours of any change of circumstances, including any dealings with the police that involves 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 Regular Visitor/Temporary Resident 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.
5. Notify the service of any changes to the occupants or temporary residents/regular visitors to the service within 7 days of the change.

### 6: Overseas Visitors

A Regular Visitor/Temporary Resident Benefit Risk Assessment and the Parent Acknowledgement of Regular Visitors and Temporary Residents form must be completed and forwarded to the service by the Educator for approval prior to the visitor arriving at the Family Day Care premises.

### 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-0026 Notification Modification Form

NA-FRM-0025 Regular Visitors/Temporary Resident Benefit Risk Assessment Form

NA-FRM-0033 Parent Acknowledgement of Regular Visitors and Temporary Residents

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