



7.13 ENGAGEMENT, ASSESSMENT & APPROVAL OF FAMILY DAY CARE EDUCATORS, RESIDENTS AND VISITORS

Purpose Statement

Windermere is committed to protecting the health, safety and wellbeing of all children in care. Ensuring that educators meet service engagement and registration requirements is critical to upholding this commitment and ensuring the best possible education and care for children and families.

This policy sets out the process for engaging, selecting and screening educators in accordance with the National Regulations.

Scope

This policy applies to all prospective educators and those appointed as Family Day Care educators.

Definitions

Educators: a person registered by Windermere's Family Day Care Service to provide education and care for children in a residence or at an approved family day care venue.

Residents: any person/s aged 18 years or over residing in an educator's home.

Visitors: a person, 18 years or over, visiting a family day care educator's residence whilst they are providing education and care to children as a paid contractor.

Working with Children Check: a notice, certificate or other document granted to, or with respect to, a person under a working with children law to the effect that:

- the person has been assessed as suitable to work with children; or
- there has been no information that if the person worked with children the person would pose a risk to the children; or
- the person is not prohibited from attempting to obtain, undertake or remain in child-related employment.

Policy Statement

THAT FAMILY DAY CARE EDUCATORS WILL MEET THE FAMILY DAY CARE SERVICE ENGAGEMENT AND REGISTRATION PROCESS IN ORDER TO PROVIDE EDUCATION AND CARE FOR CHILDREN AND FAMILIES.

Procedures

Engagement of Educators

1. Advertising and subsequent recruitment for new educators will promote the organisations commitment to child safety.



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2. Advertising for new educators will use strategies that encourage participation by people from diverse cultural backgrounds.
3. Prospective educators will be at least 18 years of age or above and must:
 - a. Have a current working with children check
 - b. Have a criminal history record check
 - c. Hold a current approved first aid qualification
 - d. Have undertaken current approved anaphylaxis management training
 - e. Have undertaken current approved emergency asthma management training
 - f. Have, or be actively working towards, at least an approved certificate III level education and care qualification; and
 - g. Hold insurance against public liability with a minimum cover of \$10,000,000.
4. Educators are required to have appropriate equipment/business set-up facilities including, internet access, computer and printer/scanner
5. Prospective educators must agree to comply with Windermere's Family Day Care regulatory requirements which are outlined in policy and procedure documents.

Selection Criteria

1. Prospective educators will be selected in accordance with the National Quality Framework for Early Childhood Education and Care Services including:
 - a. Education and Care Services National Law 2011
 - b. Education and Care Services National Regulations 2011
2. All applicants will be given information about the roles and responsibilities of an educator, appointment policies and process, selection criteria and their status as an independent contractor
3. Selection for interview is merit based on a standardised written application. Considerations include:
 - a. Capacity to perform the educator role
 - b. Skills, qualifications and experience
 - c. Potential for personal and professional development
 - d. Potential to fulfil a role within a particular area
 - e. Competencies assessed during the on-site assessment
4. Interviews are conducted by a two member selection panel. Interviews include:
 - a. A meeting to discuss past experience and motivation to become a Family Day Care educator
 - b. An on-site assessment to ascertain:



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- i. One's ability to interact with children in accordance with Windermere's child Safety policy
 - ii. One's ability to interact with children using strategies that respect cultural diversity and a child's personal attributes
 - iii. One's understanding of child development principles
 - iv. One's ability to work as a team member
 - v. One's ability to understand and comply with Windermere policies and procedures
 - vi. Knowledge of *Early Years Learning Framework*
 - vii. Computer literacy skills (minimum intermediate level required)
 - viii. Knowledge of basic business operations
 - c. Review of application form
5. Applicants who successfully complete the interview process and proceed to the next stage will need to complete and provide:
 - a. All medical check documentation
 - b. A National Police Records Check (also relevant for persons residing in the educators home and/or regular visitors aged 18 yrs or above)
 - c. A Working with Children Check (also relevant for persons residing in the educators home and/or regular visitors aged 18 yrs or above)
 - d. If renting – A copy of landlord letter approving the running of FDC from the home
 - e. Details of two professional referees (not related to the applicant). Referees will be contacted via phone and their comments noted.
6. Once all documentation is received and assessed as meeting registration requirements, a visit to the applicant's home will be arranged to discuss the home environment, assess suitability and conduct a safety check. Where possible, staff will meet with other family members and discuss Family Day Care and the impact on family life.
7. On completion of all safety check requirements, educators will be invited to commence the orientation process.
8. Unsuccessful applicants will be notified in writing. This may occur at any stage during the application process.



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Screening

Medical Check

1. All prospective educators must participate in a medical examination by a registered General Practitioner. The GP will complete a Medical Examination in accordance with the Medical Duty Specifications.
2. Prospective educators are required to disclose to Windermere any pre-existing injury or disease that they have suffered or continue to suffer where:
 - a. There is an awareness of such; and
 - b. It is reasonable to foresee that the pre-existing injury or disease could be affected by the tasks outlined in the inherent requirements of the position. These are noted in the Medical Duty Specifications.

A Declaration of Pre-Existing Disease, Injury or Medical Condition form must be completed along with an accompanying *Medical Statutory Declaration* to notify Windermere of any relevant medical issues

3. Should any circumstances change that may affect your capacity to perform the inherent requirements of the position in which you are employed, Windermere requires you to disclose such changes as soon as you become aware of such changes, and if necessary, attend a medical assessment at Windermere's request.
4. Your health information will be regarded as strictly confidential and will be stored in accordance with the Health Records Act 2001 (Vic). All health information as declared will be retained on file and kept secure.

Police Check

1. All Windermere Family Day Care educators will undergo a National Police Records check as a prerequisite to appointment.
2. Educators are responsible for the costs involved with obtaining a Police Check.
3. Educators are to have their partner and all persons who reside in the educator's home or who are regular visitors to the educator's home (where aged 18 years and over) undertake a National Police Records Check.
4. Educators are required to notify Windermere immediately if anyone else moves into the Family Day Care home. Educators are required to provide a National Police Records Check for these residents.
5. It is the educator's responsibility to notify Windermere if there is any change to their police record or that of any adult (including children 18 yrs and over) residing in the Family Day Care home.
6. Any police records information provided by educators or on police check forms will be regarded as strictly confidential.



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7. All applicants will have the opportunity to discuss a disclosable police history with Management, and will have access to the Assessment of Criminal Histories criteria on request. This information will be taken into consideration during the application process and may impact the outcome of the application.
8. Windermere may request a second or subsequent police check at any time.
9. All completed National Police Records Checks must be sighted by Family Day Care Coordination Unit and the reference number and expiry date recorded in HubWorks. A copy will be kept on the educator's file and the original document will remain the property of the educator.
10. Educators are to ensure that National Police Records checks are conducted every 3 years for:
 - f. Self
 - g. Partner
 - h. Adult children and others residing in the educators home (aged 18yrs and above)
 - i. Regular visitors (aged 18yrs and above).Family Day Care staff will notify educators as to when Police Records checks require updating.
11. Police checks will only be accepted by Windermere if they have been issued within a one month period prior to engagement.

Working with Children Check

1. All Windermere Family Day Care educators are required to hold a Working with Children Check (WWCC) linked with Windermere.
2. Educators are responsible for the cost involved in obtaining their WWCC.
3. Once the WWCC card has been issued, it must be sighted by the Co-ordination Unit and a copy taken for the educator's file. The copied document must be marked as sighted, by means of signing and dating accordingly.
4. A copy of the Assessment Notice issued by the Department of Justice will also be kept on the educators file.
5. If a new educator holds a current WWCC, they are required to contact the Department of Justice and update their records to register Windermere as their organisation prior to providing care. This is done by:
 - c. updating your details on the Victorian State Government Working with Children website (www.workingwithchildren.vic.gov.au)
 - d. Click on the *Update my Details* icon
 - e. Register for access to MyCheck (if you do not have an existing log in)
 - f. Log in to the online portal by entering your email address and your secure password



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- g. Update your details by listing Windermere Family Day Care as your employer.
6. All educators must notify the Department of Justice when there are changes to their personal details (including change of address, change in phone contact details and/or email address). This must be done within 21 days. The process for informing the Department of Justice of a change in details is outlined in bullet point 5 above.
7. Where educators experience a change of name, a *Change of Name form* must be downloaded from the Working with Children website (www.workingwithchildren.vic.gov.au). Upon completing the form, post to the Department of Justice along with a certified copy of a document that demonstrates the link between your current and previous name.
8. Where there is a change in an educator's situation including:
 - a. A change or conviction or final determination in relation to a relevant offence
 - b. Becoming subject to reporting obligations under the Sex Offenders Registration Act 2004
 - c. Becoming subject to an extended supervision order under the Serious Sex Offenders Monitoring Act 2005
 - d. A relevant finding being made against you.

You must notify the Department of Justice and Windermere Family Day Care within seven days. You do not need to provide Windermere with specific details of the offence. Provision of a written notice which states that a relevant change in your criminal record has occurred will suffice.

9. Residents and/or visitors who wish to claim an exemption from applying for a *Working with Children Check* must provide Windermere with relevant proof that they fall into one of the following categories:
 - a. A sworn police officer who is not suspended from duty
 - b. A teacher who has current registration with the Victorian Institute of Teaching.
10. Educators who wish to claim an exemption from applying for a *Working with Children Check* must provide Windermere with relevant proof that they are a teacher who has current registration with the Victorian Institute of Teaching.

Relevant Standards/Legislation

- National Quality Framework for Early Childhood Education and Care Services including:
 - Education and Care Services National Law 2011
 - Education and Care Services National Regulations 2011
- Health Records Act 2001
- Working with Children Act 2005



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Family Day Care Procedure

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Related Policies & Links

- [Child Safety Policy](#)
- [Staff Contractor Recruitment Policy](#)
- [Police Check and WWCC Policy](#)