



Title	Family Day Care (FDC) Policy
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Approved By	General Manager
Owner	General Manager
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Source or Reference Material	Education and Care Services National Regulations 2011

VERSION CONTROL

Version No.	Date	Comment	Author
1	Oct 2014	Developed to ensure the safety and wellbeing of children being educated and care in a FDC residence or approved FDC venue.	General Manager
2	Oct 2016	Added section on 'Assistant FDC Educators'	General Manager
3	July 2017	Changed title of FDC Team Leader to FDC Coordinator	General Manager

Policy

Scope

The Policy and Procedure applies to Alpine Children's Services (ACS) staff, ACS Board of Management, FDC Educators, parents/guardians, children, volunteers, students and contractors involved with Alpine FDC.

Policy Statement

The principal activity of an early childhood education and care services is to ensure that the health, safety and wellbeing of children being educated and cared for by the service are protected. This policy outlines specific items required in the FDC setting.

Procedure

Food and Drink

FDC educators must ensure that children:

- a) Have access to safe drinking water at all times
- b) Are offered food and beverages on a regular basis throughout the day

A FDC educator who provides food or beverages to children must ensure:

- a) That the food or beverage provided is nutritious and adequate in quantity
- b) Food safety is adhered to when storing food & drinks
- c) Educators assist in the education of healthy foods for young children
- d) The food or beverage provided is chosen having regard to the dietary requirements of individual children, including consideration of:
 - i. Each child's growth and development needs
 - ii. Any specific cultural, religious or health requirements

A FDC educator who provides food or beverages (other than water) to children must ensure that a weekly menu:

- a) Is displayed at a place at the FDC residence or approved FDC venue accessible to parents of children being educated and cared for by the service
- b) Accurately describes the food and beverages to be provided by the FDC educator each day

Assessments of FDC Residences and Approved FDC Venues

The FDC Coordinator or General Manager must conduct a Home Safety Check (including a risk assessment) of each residence and approved FDC venue of the service:

- a) Before education and care is provided to children at the residence or venue as part of the services
- b) At least annually

The assessment must consider the following matters:

- a) The suitability of the residence or venue according to the number, ages and abilities of children attending, or likely to attend, the service at the residence or venue
- b) The suitability of nappy change arrangements for children attending, or likely to attend, the service at the residence or venue
- c) The existence of any water hazards, water features or swimming pool at or near the residence or venue
- d) The risk posed by any animals at the residence or venue
- e) Glazed areas must comply with Regulation 117

Each FDC educator must advise the FDC Coordinator or General Manager of:

- a) Any proposed renovations to the residence or venue
- b) Any changes relating to the residence or venue affecting any matters mentioned in the previous list
- c) Any other change to the residence or venue that will affect the education and care provided to children at the service
- d) Additional people residing or leaving the premises

Medical Training

The FDC Coordinator must ensure that each FDC educator:

- a) Holds a current approved first aid qualification
- b) Holds a current approved CPR qualification
- c) Has undertaken current approved anaphylaxis management training
- d) Has undertaken current approved emergency asthma management training

Firearms

FDC Educators must advise ACS and families if guns and ammunition are kept on the premises. FDC Educators must provide a copy of a current shooter's licence to ACS. As by law, firearms and ammunition are to be kept locked in separate cabinets and out of view and reach of children. All firearms need to be stored as required by the Firearms Act.

- a) Application form is completed
- b) Working with children's check is completed
- c) Police check completed
- d) All training is completed & certificates supplied
- e) Referees contacted
- f) ACS home safety check completed
- g) Copy of public liability obtained
- h) Educator's agreement signed
- i) Australian business number obtained
- j) Discussion over business paperwork
- k) Business can commence
- l) Registration list is referred to & worked through over the first six months

Register of FDC Educators

The service must maintain a register of FDC Educators that includes:

- a) The full name, address and date of birth of the educator
- b) The contact details of the educator
- c) The address of the residence or approved FDC venue where the educator will be providing education and care to children as part of the service, including a statement as to whether it is a residence or a venue

- d) The date that the educator was engaged by, or registered with, the service
- e) When applicable, the date that the educator ceases to be engaged by or registered with the service, for the period of three years following that date
- f) The days and hours when the educator will usually be providing education and care to children as part of the service
- g) If the educator is an approved provider, the number of the provider approval, and the date the approval was granted
- h) If the educator is a certified supervisor, the number of the supervisor certificate and the date it was grant
- i) Evidence of any relevant qualifications held by the educator or that the educator is actively working towards that qualification
- j) Evidence that the educator has completed the medical training mentioned previously
- k) Evidence of any other training completed by the educator
- l) Evidence of the educator's Working With Children check and the expiry date
- m) Evidence of the educator's Police Check
- n) Details on the educator's Public Liability or each child educated and cared for by the educator as part of the FDC service:
 - i. The child's name and date of birth
 - ii. The days and hours that the educator usually provides education and care to that child
- o) If the education and care is provided in a residence:
 - i. The full names and dates of birth of all persons aged 18 years and over who normally reside at the FDC residence
 - ii. The full names and dates of birth of all children aged under 18 years who normally reside at the FDC residence

Residents at FDC Residences

The FDC Coordinator and/or General Manager must take reasonable steps to ensure that a person aged 18 years or over who resides at a FDC residence is a fit and proper person to be in the company of children. FDC educators must advise the service of any changes to residents in the home.

FDC Educator Assistants

Alpine FDC does not engage FDC Educator Assistants.

FDC Educator Emergency

The FDC Coordinator and ACS General Manager will ensure all first aid qualifications are current to enable them to provide care in an emergency situation.

If a FDC Educator needs to attend to an emergency this process will be followed:

- a) The FDC Educator will call the FDC Coordinator or if they are unavailable the ACS General Manager;
- b) The FDC Coordinator or ACS General Manager will provide care for the children to enable the FDC Educator to attend to the emergency;

- c) The FDC Coordinator of ACS General Manager will contact the families (and emergency contacts if necessary) to request the children are collected.

Record of Visitors

The FDC Coordinator and General Manager must take all reasonable steps to ensure that a record is kept of all visitors to a FDC residence or approved venue while children are being educated and cared for at the residence or venue as part of that service.

A FDC educator must keep a record of all visitors to a FDC residence or approved venue while children are being educated and cared for at the residence or venue as part of that service.

The record of visitors must include the signature of the visitor and the time of the visitor's arrival and departure.

The FDC Coordinator and General Manager must take all reasonable steps to ensure that a child being educated and cared for at a FDC residence or approved venue as part of the service is not left along with a visitor to the residence or venue.

The FDC Educator must not leave a child being educated and cared for at a FDC residence or approved venue as part of the service with a visitor to the residence or venue.

Provision of Information, Assistance and Training

- a) Regular educator/staff meeting throughout the year
- b) Regular home visits
- c) Communication on a weekly basis via phone and emails
- d) Encouraged to attend training where possible
- e) All medical training is kept up to date
- f) Flyers about training (from all providers) are sent out to educators
- g) Adult educational text books are available for loan
- h) Discussions & information sharing at meetings happens with the educational leader

Learning & Development

ACS encourages family day care educators to undertake learning and development. When ACS is charged a group rate for in-house professional development (rather than per participant), FDC Educators will not be charged.

Otherwise ACS does not pay for any other learning and development as:

1. FDC Educators are contractors and as such operate their own small business, and
2. Commonwealth funding is provided to Alpine Children's Services for the operation of the co-ordination unit and not for professional development of FDC Educators.

Home Visits

The FDC Coordinator/Educational Leader schedules one visit per month to each FDC Educator. The purpose of these visits includes:

1. **Monitoring of the quality of care** - This quality will be determined by the state of hygiene, safety, nutritional quality of meals, standard of adult/child interactions, appropriateness of behaviour guidance techniques, and the availability of stimulating experiences provided for children.
2. **Supporting the Care Provider in all areas** - The FDC Coordinator/Educational Leader choose to discuss issues surrounding children's needs and experiences, parental issues, community perceptions, professional development and administrative requirements.
3. **Observing the children in care** - The FDC Coordinator/Educational Leader will observe and interact with the children in care, discuss children's developmental needs, activities to extend learning, and behaviour management issues.
4. **Issues that arise within the scheme** - The FDC Coordinator/Educational Leader will discuss issues that relate to policy, placement of children, confidentiality and duty of care.

The FDC Coordinator/Educational Leader will write a report of each home visit. These reports will cover the issues discussed and observed during the visit. The FDC Educator should read and initial the report written during the home visit. There should be provision for the FDC Educator to write comments and have a copy of the report if they request it.

Issues noted in the home visit reports will be recorded in the Action Plan for Learning and Skill Development.

If in the course of the home visits, a re-occurring issue related to the adequacy of care is noted, the care provider will be required to undertake immediate training with the FDC Coordinator/Educational Leader and/ or and outside training body. The FDC Coordinator/Educational Leader will maintain weekly scheduled and spontaneous visits to the FDC Educator to monitor the effectiveness of the training. If the FDC Educator does not participate in the training as directed, this will be considered a breach of agreement as set out in the Care Provider's Agreement and addressed accordingly.