



Nature Alliance Family Day Care Service
Provision of Information, Support & Professional Development to Family
Day Care Educators and Assistants



POLICIES IN THIS SECTION AS REQUIRED BY

Education and Care Services National Law (WA) Act 2012: Section 164

Education and Care Services National Regulations, 2012 – 'Regulations':72A, 153, 154, 163,169

PURPOSE:

To provide current information, support and training to Family Day Care Educators and Educator Assistants.

SCOPE:

This Policy applies to Family Day Care Educators, Educator Assistants and Family Day Care Service staff.

PRINCIPLES:

The Family Day Care Service will distribute information to Family Day Care Educators and Educator Assistants. The Family Day Care Service will provide ongoing support and access to training for Family Day Care Educators and Educator Assistants.

POLICY:

Nature Alliance Family Day Care Service will ensure that all Educators are provided and supported with opportunities for appropriate training and development to enhance their skills and knowledge. The service will provide current information and ongoing assistance. The service will embed Child Safe Standards in its practices and promote a culture of child safety and wellbeing.

GENERAL PROCEDURES:

The Family Day Care Service will:

1. Source and develop initial and ongoing training opportunities for Family Day Care Educators and Educator Assistants to access.
2. Support the Educators to develop their own Quality Improvement Plan to ensure that professional development can be tailored for the individual.

SPECIFIC PROCEDURES:

The Family Day Care Service Will

1. Ensure every Family Day Care Educator is provided with comprehensive and informative online orientation training developed by Nature Alliance FDC.
2. Maintain a Philosophy Statement and provide information and support to Family Day Care Educators to incorporate planning and programming to reflect this philosophy.
3. Educator Assistants will be provided with relevant orientation training including an Orientation Checklist that the Educator completes to ensure an awareness of the requirements and legislation.
4. Ensure Educators and Educator Assistants have access to relevant training and support to implement the Early Years Learning Framework and the My Time, Our Place Framework for School Aged Children.
5. Designate in writing suitably qualified and experienced persons as Educational Leaders to guide curriculum development and to ensure children achieve the outcomes of the approved learning frameworks.

6. Ensure Educators and Educator Assistants have access to training and information regarding their responsibilities and requirements under the National Quality Standards.
7. Support and assist Educators to develop their own quality improvement plans including identification of strengths and training needs analysis
8. Provide access to training to Educators and Educator Assistants through a variety of means, including multimedia, learning packages and face to face training sessions facilitated by the service provider or an external trainer.
9. Maintain a record of all mandatory training and support provided to Educators and Educator Assistants.
10. Ensure Family Day Care Educators and Educator Assistants are informed and have access to ongoing essential training: for example: Identifying and Responding to Concerns for a Child's Wellbeing, relevant 1st Aid Training, Safe Sleeping and Mandatory Reporting requirements.
11. Endeavour to provide information of training opportunities available in the local area.
12. Provide Educators and Educator Assistants with links to relevant curriculum documents and information websites.
13. Provide Educators with a paper copy of all Nature Alliance FDC Service Policies and Procedures. These are also available on the Nature Alliance Website for Educators and Educator Assistants to view.
14. Ensure that Educators and Educator Assistants have been provided with information about and support to develop processes for the effective maintenance, disposal and storage/display of records such as:
 - 15.1 Insurance documents
 - 15.2 Accident records
 - 15.3 Medication records
 - 15.5 Provider/service approval
 - 15.6 Service rating
 - 15.7 Service of waivers
 - 15.8 Service operation information
 - 15.9 Health and safety, including attendance of a child at risk of anaphylaxis or the occurrence of an infectious disease.
15. Actively seek feedback from Educators and Educator Assistants regarding the level and quality of information, assistance and training provided.
16. Actively seek feedback and input from Educators and Educator Assistants, and parents in the development and review of policies and procedures.

The Family Day Care Educator and Educator Assistant will

1. Undertake to meet all essential training requirements as stipulated in section 2 (2.1) Qualifications in the Nature Alliance FDC Policy:NA-POL-0026 Monitoring and Support of Family Day Care Educators and Educator Assistants.
2. Attend such training sessions as required by the Family Day Care Service and by the Law including, without limitation, prescribed First Aid Training; CPR updated annually, Child Protection, Safe Sleeping and Mandatory Reporting.
3. Will embed Child Safe Standards in all practices and promote a culture of child safety and wellbeing.

SUPPORTING DOCUMENTS:

NA-POL-0026 Monitoring and Support of Family Day Care Educators and Educator Assistants.

Educator Annual Review and Self-Assessment of Practices NA-IFRM- 0032

Educator Annual Quality Improvement Plan NA-IFRM- 0033

Quality Areas 1 to 7 NA-IFRM- 0008 - 0014

Family Day Care Educator Visit Report.

References:

National Principles for Child Safe Organisations

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