



Nature Alliance Family Day Care Service

Engagement & Registration Of Family Day Care Educator Assistants



THE POLICY IN THIS SECTION IS REQUIRED BY:

Education and Care Services National Law (WA) Act 2012: Section 3(2)(a); 3(3) (a-f); 164a (1)(2),169

Education and Care Services National Regulations, 2012 – ‘Regulations’:119-120; 124, 127; 136(3); 144; 153; 169 2(c)(e)(h) [align with 119-120, 124, 127]

National Quality Standards for Early Childhood Education and Care and School Age Care (2010) Standard 4.2; 5.1; 5.2; 6.2. Element 7.1.2; 7.1.3

PURPOSE:

To engage and register Family Day Care Assistants who meet the service registration process.

SCOPE:

This Policy applies to the Family Day Care approved provider, Family Day Care Educators and Family Day Care Educator Assistants.

PRINCIPLES:

To act in an equitable and transparent manner when implementing the Family Day Care Service Engagement and Registration Process for Educator Assistants.

POLICY:

The Family Day Care service has procedures in place to engage with and register Family Day Care Assistants in accordance with the Regulations and the Law. All reasonable steps are taken to ensure that the procedures are transparent, equitable and that the person is suitable for the role of caring for children.

FAMILY DAY CARE ASSISTANT GUIDELINES:

(Regulation 144)

1. In the absence of the Family Day Care Educator, the Family Day Care Assistant may assist the Family Day Care Educator:
 - (i) In transporting children between a family residence or approved Family Day Care venue and:
 - a school; or
 - another education and child care service or children’s care service; or
 - the child’s home; and
 - (ii) (ii) In emergency situations, including when the educator requires urgent medical care or treatment; and
 - (iii) (iii) When the educator needs to attend an appointment (other than a regular appointment) if –
 - (iv) a. The absence is for less than 4 hours; and
b. The approved provider of the Family Day Care Service has approved that absence; and

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- c. Notice of that absence has been given to the parents of the child; and
 - (v) Whilst the Educator is educating and caring for the children as part of a Family Day Care Service and the Educator Assistant is engaged in support, there are to be no additional children included within the initial child ratios this includes the Educator assistants own children.
2. The approved provider will not approve the use of the Educator Assistant unless the Family Day Care Educator provides written consent from a parent for each child being educated and cared for by the Educator. This written consent will then approve the Educator to use the assistant in the circumstances as set out in 1 above. This consent will be reviewed and updated annually.

PROCEDURES:

1. The Educator will discuss with the service, the legal requirements and process to engage an Educator Assistant.
2. If the Educator is to proceed with the process of engaging an Assistant, the following information will be forward by Nature Alliance Family Day Care to the potential Educator Assistant:
 - (i) Application for Registration for Educator Assistant form – to be completed, returned with simple resume of employment history and fees paid
 - (ii) Letter of Introduction forwarded to the Educator Assistant along with;
 - (iii) Information for Registration - Educator Assistant
 - (iv) Nature Alliance Family Day Care Code of Conduct
 - (v) ECA Code of Ethics (Link)
 - (vi) Criteria for Educator Assistant Membership
 - (vii) Information about how to access the Family Day Care Service Policies;
 - (viii) Information regarding Establishing Independent Contracting Relationships between Educators and Ed Assistants. (This is a fact sheet)
 - (ix) Nature Alliance Family Day Care Value Statement
3. On receipt of the Service Registration Application for Educator Assistant Form the Family Day Care Service will:
 - (i) Acknowledge the receipt of the application within 3 working days
 - (ii) Arrange for an interview either face to face at the applicants/Educator residence or another method (Facetime) that meets the Family Day Care Service’s requirements.
4. The following information will be discussed in one or more interviews and will be documented:
 - elaborate on information provided at initial contact and their understanding of education and care of young children in a learning environment.
 - establishment costs including but not limited to the following (refer to supporting documentation):
 - National Police Clearance
 - Working With Children Check
 - Current approved First Aid qualification and CPR Certificate. The industry standard is that first aid qualifications, anaphylaxis management training and emergency asthma management training should be renewed every three years and refresher training in CPR should be undertaken annually.
 - Business rate of vehicle registration if applicable
 - Child Car Restraints – less than 10 years old
 - Approved Child Protection Training Certificate

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- Safe Sleeping Certificate
 - Mandatory Reporting Certificate
 - Family Day Care Service Registration for Educator Assistant and Application fees
 - Regulation requirements
 - Operational requirements within a Family Day Care Service - written records, observations
 - Requirement to complete a recognised and accredited food safe course
5. If the applicant meets the 'fit and proper criteria' (Refer to Policy 22/2012: Fit and proper assessment of Family Day Care Educators, assistants and adults residing at the Family Day Care residence), 2 Referee's identified on the Application form will be contacted and their responses to the interview questions recorded.
 6. The Family Day Service will review the information from the 'fit and proper' assessment to determine whether the application meets the Family Day Care requirements and will only then proceed.
 7. If the applicant does not meet the Family Day Care Service requirements, a letter will be sent to the applicant informing them that they have not been successful.
 8. Family Day Care Service policies are provided to the applicant – this may be via a link to the Nature Alliance Website.
 9. The Family Day Care Service accepts the applicant's membership, conditional on Family Day Care Service requirements being met.
 10. The Registered Educator will work through the Orientation Checklist with the Educator Assistant and return the completed checklist to the service prior to the commencement of the Educator Assistant.
 11. Parent Authorisation Forms for the use of an Educator Assistance will be completed, signed by all parents and returned to the Nature Alliance Family Day Care office prior to the Educator Assistant commencing. Authorisations are to be updated Annually.
 12. If an Educator Assistant will be transporting children for school drop off and pick up in her own vehicle, a separate Transport Risk Assessment and Parent Authorisation for excursions will be completed and signed by the Parents of children being transported in that vehicle. This Risk Assessment and Parent Authorisation will be in addition to the Educator's own Transport Risk Assessment and authorisations.
 13. The enrolling Parent of each child in care will be emailed by the Service advising that their Educator has successfully engaged an Educator Assistant through Nature Alliance. This email will also clarify to the enrolling Parent how an Educator Assistant may be used by the Educator.
 14. Once the application is submitted all required documentation must be received within a 3-month period of the date of the application. If not received this may result in the application not being processed. An extension may be granted in exceptional circumstances.
 15. The Educator Assistant is not permitted to commence in their role until all required documentation has been received, processed and signed by Nature Alliance.
 16. Once Educator Assistant is registered, Educators must advise the service by email or text when the Educator Assistant is used in the absence of the educator and the reason why. Service staff will then log this onto the Educator Assistant Record of Use Form.

SUPPORTING DOCUMENTS:

- NA-CL-0004 Establishment costs checklist
- NA-REG-0013 Application for Registration for Educator Assistant
- NA-REG-0014 Information for Registration - Educator Assistant
- NA-REG-0015 Criteria for Educator Assistant Membership
- NA-REG-0017 Letter of Introduction for Educator Assistant

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NA-REG-0009 Fees and Charges
NA-TEM-0010 Nature Alliance Code of Conduct
NA-FRM-0021 Parent Authorisation for an Educator Assistant
NA-CL-0009 Educator Assistant Induction Checklist
NA-IFRM-0018 Educator Assistant-Record of Use
ECA Code of Ethics
Fact Sheet – Establishing Independent Contracting Relationships.
Nature Alliance Philosophy
Nature Alliance Values Statement
IFRM-002 Referee Report Form

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