



# EDUCATOR INFORMATION

## Murrindindi Family Day Care



**Updated July 2020**



## 1. AN INTRODUCTION TO FAMILY DAY CARE

Murrindindi Family Day Care (FDC) provides childcare for families living or working in and around the Shire of Murrindindi.

### **What is Family Day Care?**

In Family Day Care the emphasis is on a warm, safe, stimulating, happy environment with an educator who enjoys and understands children, and is skilled at coping with their day to day demands.

Care is usually provided at the educator's own home but other venues, such as a primary school or a community premises, may also be approved. Educators can choose to work with children of a specific age if that is what the community needs.

### **What types of care can be provided?**

Family Day Care aims to provide flexible child care hours, however as an educator you are not obliged to offer all of these options:

- ◆ Full-time care
- ◆ Regular part-time care
- ◆ Casual care
- ◆ Before and after school care
- ◆ Holiday care
- ◆ 24 hour care (conditions apply)
- ◆ Respite care
- ◆ Weekend or evening care

Children are able to attend their own school, kindergarten or health centre, and participation in playgroups and library story times are encouraged.

### **The role of an educator**

The educator is not required to be a substitute parent and it is essential that the needs of the Family Day Care children come first every day. Educators are required to prepare activities each day for the children and are encouraged to arrange outings if the weather is suitable.

In Family Day Care, children are able to take part in activities such as preparing food or gardening, so the emphasis on family life is very important.

Educators must ensure that their personal activities or private business interests do not conflict with the care of FDC children. Educators are not permitted to do any other work, either paid or voluntary, whilst children are in care.



## **Who can use Family Day Care?**

Any parent or guardian can use Family Day Care. FDC staff will talk to you about priority of access.

Children with special needs often thrive in FDC because of the individual attention they receive from their educator and the small group of children to interact with. Family Day Care will work with relevant support agencies should the need arise.

Parents who wish to access child care for reasons other than work or study commitments are also welcome to use FDC if there are sufficient places after other priorities are met.

## **How does Family Day Care work?**

Each educator is asked to be available for a minimum of 3 days per week, and after school educators should be available each day if required. However as a small business operator you will be free to choose the hours of work which suit your situation.

Up to four pre-school children or a total of seven children (including children up to the age of 13 residing with the educator) can be cared for by a registered educator.

Every educator completes a selection process, which includes a written application, an interview, a Working With Children check for the educator and any other residents over the age of 18, and police checks for all residents of the house over the age of 18. An educator's home or venue must comply with safety requirements before registration is granted.

Educators are required to hold (or be actively working towards) at least a Certificate III in Children's Services. Educators are also required to hold certificates for Asthma and Anaphylaxis management, as well as current level 2 First Aid and CPR certificates. Educators are expected to meet all Education and Care National Regulations and Standards, and to attend professional development training as directed by the FDC coordination unit. You will also need to have a Provider Digital Access number (PRODA) and an ABN (Australian Business Number).

Educators are paid an hourly rate for each child in care. Each educator submits their fee schedule for approval by the coordination unit.

Parents who request care are sent a link to enroll online, or if they do not have online access, will be sent a paper enrolment form to complete. If they do not already have an educator organised they will be given contact numbers for at least two educators (if possible). Parents are encouraged to take their children to visit educators prior to making a final choice. Parents and their chosen educator make arrangements regarding the hours of care required.

The coordination unit must be informed when an arrangement has been made so that parent's enrolment forms can be forwarded to the selected educator. Care cannot start until enrolment of the child has been fully completed and approved.



## **Status of educators**

Educators will be self employed, responsible for their own tax, superannuation and public liability insurance. Murrindindi Shire Council is the Approved Provider for Family Day Care in Murrindindi and will be responsible for enrolments, referral of families, and payment of Workcover premiums for educators.

Each fortnight, council will lodge attendance records of children with the Family Assistance Office who calculate the amount of Child Care Subsidy each child is eligible for based on their percentage times the number of hours in care. This is forwarded back to Council who deduct the administration levy and pay the educators. Educators will collect the balance of fees owing (the gap fee) directly from the parents.

Educators are required to obtain an Australian Business Number (ABN) to avoid deduction of withholding tax from their payment each fortnight.

FDC staff can assist educators with basic tax information provided to us by Family Day Care Australia (FDCA).

FDC educators are legislated Mandatory Reporters. This means that if you reasonably suspect that a child is being abused you must report it to authorities. You will need to complete a training session on this before you commence work. This is an online session, explaining what Mandatory reporting is, what you need to look for and what to do.



## 2. BECOMING AN EDUCATOR

### Why be an educator?

People have various reasons for offering to care for children in their homes or other venues. Many need to add to the family income, others find caring for other children provides company and stimulation for their own. Some apply to register with Family Day Care because they love children and enjoy the laughter and excitement the children can bring to their lives, as well as the challenge of providing an environment that provides programming that enhances their development and ability to learn.

If you respect and understand children, enjoy their company, and know how to provide for their growth and development, you will be a wonderful educator.

### Requirements of educators

Our educators need to be able to ensure that the physical, emotional and intellectual needs of the children in care are met to the standards of the Education and Care National Regulations.

To be accepted for registration as an educator you must successfully complete:

- ◆ a written application form
- ◆ an interview
- ◆ a home (or venue) safety check
- ◆ an 'Employee' Working with Children Check for yourself
- ◆ a 'Volunteer' Working with Children Check for members of your household aged 18 years and older (not applicable for in-venue educator)
- ◆ induction training and signing of an agreement
- ◆ public liability insurance cover (obtained through FDCA)
- ◆ an application for an ABN
- ◆ police record check for yourself
- ◆ police record check for members of your household aged 18 years and older (not applicable for in-venue educator)

To be accepted for registration as an educator you must also:

- ◆ have, or be actively working towards at least an approved Certificate III level education and care qualification
- ◆ have a current Provider Digital Access number (PRODA)
- ◆ hold a current approved First Aid certificate
- ◆ hold a current certificate in Anaphylaxis Management
- ◆ hold a current certificate in Asthma Management
- ◆ have a working mobile phone
- ◆ have a working email address that you check daily



- ◆ be able to scan and send files via pdf
- ◆ complete Child Safe Standards training
- ◆ complete Mandatory Reporting training

### 3. SOME THINGS TO CONSIDER

Before you consider becoming an educator you must think of your own feelings regarding some of the issues involved in being an educator.

#### Ask yourself

- ◆ Can I attend to the needs of children of varying ages without members of my own family suffering?
- ◆ Do I really like children and know enough about them?
- ◆ Can I stay with children for long hours and still be able to give each child affection, security and protection?
- ◆ Can I supervise them constantly?
- ◆ Can I understand and respect the children well enough not to become too involved with them, or try to take the place of their parents?
- ◆ Do I have an inviting home or in-venue environment that would give children the feeling they are welcome, secure and cared for?
- ◆ Am I in good health?
- ◆ Do I have the physical ability that will be needed to care for children?
- ◆ Can I handle accidents and emergencies calmly and efficiently?
- ◆ Can I be flexible enough to handle the surprises that come when children are around?
- ◆ Would I be able to give the continuity of care that children need?
- ◆ Can I offer my service for at least a year?
- ◆ What kind of satisfaction will being an educator give me?
- ◆ Do I really want the responsibility of someone else's child?
- ◆ Am I willing to work with the parents of the child to share information and discuss the best ways to deal with issues/concerns?
- ◆ Will I be happy about an FDC staff member visiting me regularly?
- ◆ Can I work with FDC staff and see their suggestions as help, rather than interference?
- ◆ Am I prepared to do some paperwork on a regular basis?



- ◆ Am I easy going about mess and clutter?
- ◆ Am I prepared to undertake professional development?
- ◆ Do I have an open mind to education on child care matters?
- ◆ Do I understand the implications of my home also being my work place?

#### 4. CONSIDERATION OF THE OTHER PEOPLE IN YOUR HOME

***This section is not applicable to in-venue care***

Family Day Care involves all the people who live in your house.

Talk your plans over with all the other people who may be affected and ensure that you have their cooperation.

Make sure that you have considered the following questions:

- ◆ How will your partner or housemates feel about you caring for other people's children?
- ◆ Will they enjoy the children being in the home; would they join in their activities when they are home or alternatively have a place of their own to go to?
- ◆ If they have to work at night, will they be able to sleep during the day as the children play?
- ◆ Will they be fully aware of how changes in your schedule will affect home life?
- ◆ If you have your own children how will they feel about sharing their toys, their space and your attention with other children?
- ◆ If your own children become jealous, will you be able to handle their feelings?
- ◆ If you have older children, will they accept the presence of young ones in the house again?
- ◆ Will their studies be disturbed?
- ◆ Do you have older relatives at home who may be disturbed unduly by the presence of young children?
- ◆ Would the older people be able to relate easily to young children?
- ◆ Do you have any pets that may be a concern?
- ◆ Do you have a space that you can set aside to have timesheets ready for signing and display FDC information?
- ◆ Does your family realise and accept that you will be running a small business from home?
- ◆ Finally, are you prepared to accept the extra wear and tear there may be on your home because of the presence of a number of young children?



## 5. EDUCATOR'S RESPONSIBILITIES

*As a registered educator with children in your care you would have certain responsibilities to those children, their parents and Family Day Care. A summary of these is listed below.*

- ◆ Children must be supervised **at all times**
- ◆ Educators must make every effort to ensure the safety of children
- ◆ Educators have a responsibility to report suspected cases of child abuse
- ◆ Educator's homes or venues must be safe for young children and maintained in reasonable condition
- ◆ Hygiene should be considered at all times especially where food, bedding, toileting and infection control are concerned
- ◆ Behaviour guidance will have been discussed at the placement of the child, however educator must not strike a child in their care, regardless of the parents' attitude toward corporal punishment
- ◆ Nutrition and physical activity are important aspects of Family Day Care
- ◆ Food eaten in care, whether provided by parents or educators, should provide a balanced, healthy diet for each child
- ◆ Drinks, consisting of water or suitable milk, should be available to children at all times
- ◆ A variety of activities, a quiet time and a reading time should be provided each day and children should be encouraged to spend time outdoors each day
- ◆ Use of TV and computers should be restricted and the programs and activities should be appropriate for the age of the children in care
- ◆ When an educator has FDC children s/he cannot have other children under 13 years of age in the day care home, except those who reside in the house
- ◆ Educators must not take part in personal work, voluntary, sporting or leisure activities whilst FDC children are in care
- ◆ Educators must not sub-contract the care of children to any other person
- ◆ Children can only be collected from an educator by an authorised person
- ◆ Children should never be taken away from the local area without the parents' permission and unnecessary car travel should be avoided
- ◆ Educators are expected to behave in a professional way towards parents and FDC staff





## 6. PREPARING YOUR HOME OR VENUE AND MAKING IT SAFE

*Part of the role of the educator is to keep children safe so they can feel confident to explore their world and trust it.*

*Home safety is generally a matter of common sense. Think in terms of preventing common childhood accidents: burns, cuts, drowning, suffocation, falls, crush injuries and poisoning. Do not spend any money before a FDC staff member has visited your home as we will assist you by conducting a thorough safety check and making recommendations.*

*You will also need to ensure that regulations surrounding required indoor and outdoor space for each child is met.*

### **General safety considerations (any venue)**

Have a good look around your house or venue and the surrounding outdoor area. If you have children of your own, especially if they are young, or you are working from a venue at a school you will probably find the environment quite safe already but check for:

- ◆ unprotected pools, dams or fishponds
- ◆ objects which children could pull onto themselves
- ◆ large glass surfaces
- ◆ old wiring, extension cords that are overloaded or frayed
- ◆ loose floorboards or ones with holes which could cause a child to trip
- ◆ curling lino, loose rugs, or rugs with frayed edges that could cause children to catch a toe and trip as they play
- ◆ matches or lighters that children could reach
- ◆ unprotected stairways

### **Living room (some features may apply to the main area in a venue)**

You do not have to make all rooms of your house or the venue available for FDC children. If you have a suitable play room your own living areas may be 'out of bounds'.

Any room where the children have access needs to have

- ◆ guards around heaters
- ◆ telephone out of reach
- ◆ small or precious objects out of reach
- ◆ safety glass or barriers for floor to ceiling glass doors or windows
- ◆ child proof locks on exterior doors
- ◆ curtain or blind cords secured above child height
- ◆ no access to stairs
- ◆ no access to glass fronted cabinets



## **Kitchen (applicable to home and in-venue)**

You may often be in the kitchen preparing food and as the children want to be near you, they may follow you.

Many educators make their kitchens 'out of bounds' but even so we will check that:

- ◆ poisons, cleaners, plastic bags and alcoholic drinks are stored out of reach of children or in locked cupboards
- ◆ children cannot get to drawers where knives are stored
- ◆ glass objects which can break should be stored out of reach
- ◆ plastic bags are stored out of reach
- ◆ saucepan handles are turned to the back of the stove
- ◆ electrical wires, especially from the jug and toaster, are out of reach
- ◆ children cannot turn gas or electric knobs
- ◆ table cloths which a child may pull on are not used

## **Outdoors (applicable to home and in-venue)**

You need to be able to take the children outdoors to play in a secure area. This area may be a fenced yard or a verandah with a gate. The children should be able to take part in physical activities and messy play in this area. Part of the outdoor area should be shaded by trees, shade cloth, an umbrella or a roof.

Children must not have access to

- ◆ swimming pools, dams, creeks or horse troughs
- ◆ trees with branches that can be climbed too far above ground
- ◆ sheds with petrol, paint or chemicals stored within reach
- ◆ axes, saws and other tools which may be dangerous
- ◆ animals
- ◆ open drains
- ◆ fire arms
- ◆ cars, tractors or motor bikes
- ◆ trampolines
- ◆ any 'local' major hazards



### **Bedroom (may not be applicable to in-venue care)**

Not all children will sleep in a bedroom but there should be a separate room available if required.

A baby may spend a great deal of time sleeping and may sleep best in a room separate from the other children's play. Babies do learn to reach up and climb things very quickly so the place in your home where a baby sleeps must be safe.

Check to see that

- ◆ heavy appliances like electric heaters are out of reach
- ◆ radiators and heaters are protected or covered
- ◆ nappy pins, creams and wipes are out of reach
- ◆ there are no draughts from windows
- ◆ blinds or curtains do not have dangling cords
- ◆ there are no toys or things you can trip on whilst carrying the baby
- ◆ the cot used meets safety standards
- ◆ you can hear the baby if it wakes

### **Bathroom (applicable to home and some aspects to in-venue)**

With its attraction of running water and toilet to flush, the bathroom is often an interesting place for young children. Be sure that it is really safe for children but, as well, that they cannot gain unsupervised access.

Check the bathroom to see that

- ◆ dangerous substances and dangerous objects are stored where children cannot reach them
- ◆ cleaning materials are stored out of children's reach
- ◆ rugs are rubber-backed or non-slip
- ◆ electrical appliances such as radios, heaters or hair dryers are removed from the bathroom
- ◆ bottles on the sink top or toilet tank are removed
- ◆ your bathroom door cannot be locked from the inside
- ◆ plugs are stored above children's reach



## 7. PAYMENT

### **Payment for care**

Educators submit proposed fee schedules in writing to FDC Coordination unit for approval.

Families are charged an administration levy of \$2.00 per hour per child in addition to your fee.

### **Travel**

FDC recommends that educators keep a log book of mileage and claim this as a tax deduction.

### **Holding fees**

Educators are entitled to charge full fees for all absences from booked hours, except where the child is absent on the first session with our service or the last session with our service. If you are available to care for children on public holidays or pupil free days you can charge holding fees to parents who have regular bookings on those days, but choose not to send the children to care. You must tell parents that you are available before the day. Holding fees are not charged during school holidays for regular before and after school care.

### **Payment**

The hours per fortnight for each child will be recorded on a timesheet. This information is entered into the FDC data base (Harmony) by our administration assistant and submitted to Centrelink for calculation of any subsidy entitlements.

Payment to educators and fees to parents are calculated. Educators are paid the parents subsidy, less the administration fee, by direct credit to their nominated bank account. You need to collect the balance owing directly from the parents.



## 8. AFTER YOU ARE REGISTERED

### Placing the Children

Once you are registered we will refer families to you. We encourage you to let people know that you are with FDC and to start to advertise your business. You may care for the children of relatives provided they make up less than 50% of the total number of children in your care, and they are enrolled with FDC and do not live with you.

Children must be registered with the coordination unit before you provide care otherwise we cannot enter their timesheets. Families are given the names and phone numbers of possible educators. They then contact you and arrange to bring their children to your house for a placement visit. The parents have the right to choose the educator they feel comfortable leaving their children with. Don't feel rejected if the parent chooses another educator. It may just be a matter of geography.

You have a choice also. There is no obligation to accept a child referred to you, nor is there an obligation for you to keep a child in your care if the situation is intolerable. However it is essential that you discuss any problem situation with FDC staff before terminating an arrangement. If you terminate a placement, the parent would not be obliged to pay holding fees.

Sometimes a trial period, agreed to by educator and parents, is a good idea if either party is not sure about a placement.

### Resources

You are encouraged to make use of local libraries and to attend play groups in your local area. The FDC staff will assist you from time to time with resources and ideas for activities.

All equipment used in FDC must meet Australian safety standards.

### Professional Development

All educators must have or be actively working towards a Certificate III in Children's Services at a minimum. Educators must also hold current certificates in Asthma, Anaphylaxis and Level 2 First Aid and CPR. Educators may also source appropriate short courses at their local adult education provider such as food handling, computer courses, and craft workshops. Relevant training is tax deductible.

Educators are required to participate in an advisory group, which meets six times per year to discuss issues affecting the running of the service. Educators are required to attend at least half of the Advisory group meetings throughout the year. Parents or guardians of children in care are most welcome to come to these meetings.

The coordination unit will provide a compulsory annual training day, which will be social as well as informative. Educators will be paid a nominal amount for this day so that they are not out of pocket. This is the only day of the year we will require you not to provide care.



## **Accidents**

Major accidents must be reported to FDC staff as soon as possible and recorded on the accident sheet provided. Minor accidents should be recorded on the day and details forwarded at the end of the fortnight. Parent's signature on the report is required in both cases.

## **Medical assistance**

When parents register with Family Day Care they give permission in writing for an educator to act on their behalf and seek medical, ambulance or hospital care in the event of accidents or sudden illness. Permission is also granted to take action if the parent cannot be contacted and urgent action is required. If you feel that a child is too sick for you to care for, and you cannot contact the parents or emergency contact, you may call an ambulance.

## **Absence of educator**

Educators will notify parents and FDC staff if unavailable to care for children due to illness or holidays. Holding fees are not paid when the educator is unavailable.

## **Car travel**

Care must be taken when children are travelling in your car. All children in the car must be in an approved restraint. The car must not be overloaded. Children must not be left in a car unattended. For trips outside your local area you must have written permission from a parent, and have completed the necessary risk assessments.

## **Pregnancy**

For our female educators, if you become pregnant, our workcover requirements are that you notify us of your due date. You'll be expected to go on leave 6 weeks before the due date and not return until 6 weeks after the birth. This is to reduce risk to you, your baby and the children in your care. If you have medical clearance to work to 4 weeks before your due date, that is acceptable, as is obtaining a medical clearance to return to work 4 weeks after the birth. We can assist you in finding places for the children in your care for this period if needed.

## **Confidentiality**

Confidentiality is very important. Personal details of children in care, or their family, should not be discussed with other parents, friends, neighbours or other educators. Neither should an educator discuss a child or their family in front of the child or other children. If you have concerns about a child or a family, discuss it with one of the FDC staff members.

It is also best not to be a party to any information about a person or family, which is not directly related to your responsibility as an educator of children. You are not expected to be a counsellor for people. If specialist services are needed please refer the person to a FDC staff member.



## **Your right to a safe work environment**

As an educator you will work hard to ensure a safe environment for the children in your care. However your home is also your workplace and as such you have a right to working conditions free from harassment, bullying and discrimination. Offensive behaviour by a parent or child contravenes workplace OH&S guidelines and breaches may result in termination of care for the family concerned. Please report any concerns you may have to FDC staff. Educators should develop a personal safety plan. Your Coordinator can help with this.

## **Time sheets**

Each child in care has a timesheet each fortnight. Each fortnight ends on a Sunday. Bookings for the fortnight are recorded on this sheet and the parent then signs the child in and out each day. You may make a contract with a family for hours booked permanently. Children on contracted hours will still need to be signed in and out of care each day they attend. The timesheets must be received at the Alexandra Council Office by 10 am on the Monday following the end of the period.

If children are absent, the reason for this must be entered by the educator. Timesheets which are not signed by parent or educator cannot be processed and will be returned to you. These may be paid at a later date after corrections are made, however this adds considerable extra work for our admin person.

## **Taxation**

Taxation is your responsibility. As educators are self employed, an ABN is required and you will be able to claim many of your expenses. Allowable deductions include training, food, tissues, toiletries, cleaning agents, telephone, heating, electricity, craft materials, books, equipment and travel. Also deductible is depreciation of furniture, bedding, playground equipment and any other capital item used by children whilst in your care.

## **Council public liability insurance**

The Murrindindi Shire Council is indemnified in respect of any one claim or a number of claims arising out of the one event in relation to accidents on council premises or arising from attendance at council programs. This will only cover you when you are on council property or at a council run function.

## **Educator public liability insurance**

It is compulsory for all educators to take out Public Liability Insurance. Application forms for an educator specific insurance package will be available at your orientation session. Your home insurance liability clause will not cover you as you are running a business, however it is recommended that you inform your home and/or contents insurer that you are running an FDC business from your home.

Most claims made against educators would fall under the heading 'Negligence'. Negligence in this context means any accident which could have been avoided by the exercise of reasonable care and supervision and which results in injury to persons or damage to property. It is your duty of care to make every reasonable effort regarding the safety and well being of the children in your care.



It is important that a full report of any incident which involves injury is made as soon as possible as claims have been made where such reports are not available and the cases have subsequently been lost for want of a proper defense.

The phone number for Family Day Care Australia's insurer is 1800 658 699.





## 9. THE NEEDS OF CHILDREN IN YOUR CARE

### **Your relationship with the children**

You are not there to be a substitute for parents, but you will have the opportunity to develop a caring relationship with each child. You will be expected to give children a safe environment.

### **Meals**

Any food whether provided by you or the parents should be nutritious and suitable for the age of the child. Water should be available at all times and children should not be given cordial or juices. Make 'food time' a happy and sociable time with the children.

### **Washing and changing**

You are not expected to bath children on a regular basis. Parents will supply toilet needs such as wipes, creams, powder and nappies if these are not included in your fee schedule.

### **Undisturbed rest when needed**

Children must be allowed to sleep if they need to. Some children prefer to have a nap in a bean bag or on a couch. Clean bedding should be provided and children should not share bedding.

### **Programming**

You'll be required to provide proof of the programming cycle for each child in your service. Activities in your program should be based on the interests of the child and appropriate age-development based. Reflection or programs and observations of the children's development and learning are mandatory and should form part of the programming

### **Outings**

You are not expected to stay at home all the time, and normal outings like visits to the shops and the park are a part of the family life that we want the child to continue to experience in care. All outings where there are children in care should be in the best interests of the children, and unnecessary travelling in cars should be avoided. You are not permitted to take FDC children with you to meetings, voluntary work, or social outings with your friends.

### **Sick Children**

You are not expected to care for sick children. You should always contact the parents if a child becomes sick while in your care and forward a report to FDC staff.

### **Medication**

You must only give medication to a child when you have the written instruction of the parent. A form will be provided for this purpose. You are not expected to administer medication which involves an invasive procedure or for which you have not been trained.



## 10. GUIDELINES FOR SERVICE

### Priority of access

Family Day Care is aimed primarily at children from birth to five years but can assist primary school children where there is no OSHC service, and older children in emergency situations.

If the demand for child care exceeds the number of places available the following priorities must be followed when filling vacant places.

1. Child at risk of serious abuse or neglect
2. Child of a single parent who satisfies, or of parents who both satisfy the activity test through paid employment
3. Any other child

If there are no vacancies and an educator is providing care for a child who is a priority 3, that child can be asked to change days or leave the service in order for the educator to provide a place for a higher priority child. An educator would be expected to give at least two week's notice in these circumstances.

### Publications which guide our practice

The following resources provide parents, carers and FDC with a framework within which the service is run. Copies are also held at the office and these are available for loan to any parents who would like to read them. If you would like to discuss any issues related to these guidelines please phone 5772 0362 for an appointment with FDC staff.

Education and Care Services National Framework  
National Standards for Family Day Care  
Australian Government Child Care Service Handbook  
Information Privacy Act 2000  
Health Records Act 2001  
Children's Services Act 1996  
Children's Services Regulations 2009  
Early Years Learning Framework for Australia  
Policy and Procedure Manual  
Educator agreement  
Newsletters  
VEYLF



## 11. CONCLUSION

We always try to provide a service that caters for the needs of children, parents and educators, but there may be a time when you wish to make a complaint about the scheme.

### **Grievances or complaints**

If you have a grievance or complaint about any aspect of the FDC service this may be made verbally or in writing to FDC staff, Children's Services Coordinator or Community Wellbeing Manager. Your grievance or complaint will be treated with respect and will be investigated fully.

If your complaint or grievance was made verbally in the first instance you may be asked to meet with a staff member or put the grievance or complaint in writing so that we can confirm the facts about the issues that have been raised. You may seek the assistance of a support person when responding to this complaint.

If a complaint is upheld appropriate action will take place.

When we have completed our investigation we will inform you of the outcomes and the actions that need to be taken. It may be necessary for the parties concerned to agree formally about future actions. In this case a written agreement would need to be signed by all parties concerned.

### **If you are not satisfied about the response to your grievance or complaint**

Murrindindi Shire Council is the Approved Provider for FDC, so a grievance or complaint which you believe has not been addressed fairly or completely should be referred in writing to

The Manager Community Wellbeing  
Murrindindi Shire Council  
PO Box 138,  
Alexandra 3714

### **Office hours for FDC staff**

MONDAY	9.00am - 5.00pm
TUESDAY:	9.00am - 5.00pm
WEDNESDAY:	9.00am - 5.00pm
THURSDAY:	9.00am - 5.00pm
FRIDAY:	9.00am - 5.00pm

**Phone** 5772 0362 or toll free 1800 633 792

If this phone is unattended please leave a message and we will return your call as soon as we can.

**Mobile** 0407 509 531

**Email** [mhbcc@murrindindi.vic.gov.au](mailto:mhbcc@murrindindi.vic.gov.au)



# **Educator position description**



**POSITION DESCRIPTION**

**POSITION TITLE** Educator

**NAME OF SCHEME** Murrindindi Family Day Care

**EMPLOYMENT CATEGORY** Self employed (Workcover paid by council)  
 Full time / part time  
 Fee per child per hour set by each educator with  
 MFCC approval  
 A minimum of 12 months required  
 A minimum of 3 days per week required

*Five afternoons and/or mornings per week required if school aged children only*

**POSITION NUMBER** 16/07/42

**DEPARTMENT** Community Wellbeing – Children’s Services

**DATE APPROVED** May 2020

**APPROVED BY** Sue Porter

## **ROLE OF FAMILY DAY CARE EDUCATORS**

To provide a quality home based child care service through support of families and children by planning, implementing and evaluating appropriate programs.

### **POSITION OBJECTIVES**

To work within federal and state government guidelines, including Children's Services Act 1996 and the Children's Services Regulations 2009, the National and State Frameworks for early childhood education, and scheme policies and procedures to:

- Provide quality home based child care in a safe and healthy environment.
- Ensure that the developmental needs of children in care are being met.
- Be accountable to the parent or guardian for the safety and well being of the children in care.

### **KEY RESPONSIBILITIES AND DUTIES**

#### **CHILD CARE**

- To provide an environment that is conducive to the health, safety, development and care of children.
- To provide a range of activities and experiences which are designed to promote the development and learning of each child.
- To use positive behaviour guidance techniques with children in care.
- To ensure supervision of children in care at all times.
- To ensure that children's learning is documented on a regular basis.

#### **ADMINISTRATION**

- To maintain accurate attendance records for each child in care.
- To comply with the administration requirements of the scheme.

#### **PROFESSIONAL DEVELOPMENT**

- To participate in orientation sessions and professional development opportunities provided by the scheme or other organisations.

<b>Reports to</b>	Murrindindi Shire Council (sponsoring body) through the Family Day Care program staff.
<b>Supervises</b>	Children in care
<b>Internal liaison</b>	Family Day Care staff Murrindindi Shire Council staff
<b>External liaison</b>	Parents of children in care Other educators in the Family Day Care program. Services, agencies and organisations as referred.



## SELECTION CRITERIA

### 1. Specialist skills and knowledge

- Knowledge of child development, hygiene procedures, nutrition, behaviour guidance strategies, first aid, safety and child protection.
- The ability to communicate with people of all ages.
- Basic literacy and numeracy skills.
- The ability to provide a developmentally appropriate program for the children in care.
- The ability to plan an appropriate daily routine for children in care.
- Organisational skills.

### 2. Attitudes

- Acceptance of and willingness to implement the guidelines established by the federal and state governments in daily practices.
- A positive attitude to Family Day Care as a child care option and a strong commitment to promoting care within the community.
- Acceptance of, and sensitivity to, the individual needs and differences of children and their families.
- Commitment to the need for privacy and confidentiality.
- Recognition of the need to communicate effectively and regularly with FDC staff.
- Acceptance of the role of the FDC staff in supporting and monitoring the care provided in Family Day Care homes.
- Flexibility and willingness to be open to new ideas.
- Recognition of own physical and emotional needs and limitations.
- Acceptance of the need within the community for a range of child care options.

### 3. Qualifications

- Completion of or be actively working towards completion of Certificate III in Children's Services.
- Current level 2 First Aid and CPR training before commencing as an educator.
- Anaphylaxis Management training completed before commencing as an educator.
- Emergency Asthma Management training completed before commencing as an educator.
- Food Safety Supervisor level 1 training desirable.
- A current Victorian Driver's License if you are transporting children by car.



#### **4. Experience**

- Previous experience with children is essential and could be in an informal or formal setting.
- Experience in the keeping of records, customer service, computers, art/craft, communication strategies will be helpful in the role of an educator.

#### **5. Mandatory prior to starting**

- A current Working With Children Check
- A current Police Check
- Current public liability insurance
- Current Provider Digital Access number.
- An Australian Business Number (ABN)
- Current Cardiopulmonary Resuscitation certificate (CPR, to be renewed annually)
- Current Level 2 First Aid certificate (to be reviewed every three years)
- Anaphylaxis Management training (to be reviewed every three years or within three months prior to a child with anaphylaxis starting care)
- Current Emergency Asthma Management training (completed before commencing as an educator)
- Mobile phone available for use when children are in care
- Email address which is accessed daily
- Completion of Child Safe Standards training
- Completion of Mandatory reporting training

