

Policy 4.1 | Educator Registration

Policy Date:	January 2017
Review Date:	Last reviewed date: June 2018 Date for next Review: January 2018
Applies to:	Educators and Service Providers
Related Policies and Forms:	Educator Orientation Checklist Educator Information and Registration Educator Job Description Policies and Procedures
Material Sources:	Work, Health and Safety Act 2011 Education and Care Services National Law 2010 Education and Care Services National Regulations 2011 Division 3, 124 Division 4.4, 127, Division 6, 136 Childcare Service Handbook NQS QA1,1 -1.2.3, QA51-5.2.3, QA 6.2 6.3, 6.3.4, QA 7.1.5 Fairwork Australia http://www.fairwork.gov.au

Policy Statement

NSW In Home Childcare has a duty of care to ensure Educators engaged to work with families within the In Home Care program meet the requirements, set by the Department of Education and Training. NSW In Home childcare Services will provide support and make sure all Educators are aware of their role and responsibilities whilst engaged by the service.

Purpose

The purpose of this policy is to ensure all educators have a sound knowledge of the expectations and scope of their role in regards to:

a) Obligations to government requirements and other legislations that affect their practice in regards to the Early Education and Care Sector.

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- b) To keep abreast of industry knowledge through continuous professional development.
- c) To abide by the code of ethics and practices
- d) Provide best practice with children and families

Practices

NSW In-Home Childcare has the responsibility to have policies, procedures and forms for enrolment and orientation of Educators

Selection Process:

1. Positions vacant will be advertised internally and externally through Expr3ss.
2. Prospective educators will need to apply online and respond to advert as prescribed.
3. Educators must have the following in order to be considered for the position.
4. Be 18 years or older
5. Working with Children Check (expired WWCC will not be excepted)
6. National Police Check (must not be older than 6 months at time of application)
7. First Aid (current) including Anaphylaxis and Asthma
8. CPR (must be renewed annually)
9. Minimum; Certificate III in Early Education and Care or working towards an Early Education and Care qualification. Other qualifications approved by ACEQA see website: www.acecqa.gov.au/qualifications/nqf-approved May be accepted
10. Public Liability/compensation insurance
11. Australian Business Number (ABN)
12. 6 months or more experience within a similar role
13. Educators will need undergo an interview and provide 2 referees.
14. Successful Educators will be invited to attend an Educator Induction Full day training.
15. Unsuccessful Educators will be advised in either writing or phone call of the outcome within 7 days.
16. Educators will need to provide all information as required and certificates requested.
17. In the event of a positive WWCC or National Police Check, the Educator's application will not continue.
18. Proda Account
19. **Important Note:** Educators must not be a family member (**NOT** related to the child; grandparent, great grandparent, half-brother or half-sister, niece, nephew and cousin.

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Procedures

Educator Induction:

1. Successful Educators will be sent an email inviting them to the Service Induction. Educators must attend the Induction or their application will progress no further.
2. Educators must ensure they have completed the registration form and undergone a medical clearance and have appropriate certificates and insurances and requirements in place before commencing care.
3. Educators will be provided with a USB or online access of the policies, procedures, forms for usage within the role.
4. Educators will be provided with an I.D. badge once a passport photo is provided.
5. Induction Cost approximately \$195.00 (annual fee of \$50.00 included on appointment to role)

Educator Fee Setting:

1. Educators are self-employed (sole traders) therefore they are responsible in setting their own fee rates within the guidelines of NSW In Home Childcare Services Fee Guide and policy. Our fee rates are between \$24 to \$30 (dependant on qualifications and experience).
2. Educators should not set their fees with the family. Fees should be set with the Service Provider.
3. Educators will need to provide a copy of their fee charges to the family and a copy sent to our service.
4. Educators are responsible in collecting the gap fee from the family each pay cycle.
5. Educators who have not been paid by a family within a pay cycle must advise the Service Provider immediately.
6. **Important Note: Educators who have not been able to collect the gap fee from the family will need to cease providing care immediately and work out a payment plan with the family. It is not the Service Provider's responsibility to undertake debt collection on the behalf of the educator.**
7. There is a \$50.00 annual fee payable each financial year by the educator.

Educator Meet and Greet:

1. Educators will be provided with one or more families contact details and a meet and greet will be undertaken between the family/ies and Educator. The family may ask the educator further questions in relation to their family's care needs.

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2. The educator will be advised from our service when care will commence.

3. The educator will then sign a contract between themselves and the family and dates and times agreed upon with the Service Approval.

4. A visit from the Service Provider may be undertaken within the first 6 weeks of care commencing to ensure both Educator and family have settled into care and there are no discrepancies.

Educator Support:

1. NSW In Home Childcare Services will provide ongoing support to Educators through the following:
 - phone contact
 - emails
 - face to face visits

Educator Absent Days:

1. Educators cannot start or end a contract on an absent day. You will not be paid if this occurs.

Educator ceasing care:

1. Educators wishing to cease working for a family must provide the minimum notice of 2 weeks to the family and Service Provider.
2. Educators providing less notice than this period will be paid for the last day care was offered only.