

Policy 4.2 | Educator Role and Responsibility

Policy Date:	January 2017
Review Date:	Last reviewed date: February 2019 Date for next Review: January 2020
Applies to:	Educators and Service Providers
Related Policies and Forms:	Educator
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 In Home Childcare Guidelines 3.6.2 In Home Care Handbook 3.3.6 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 Services has an obligation under the National In Home Childcare Guidelines and the In Home Care Service handbook to ensure each educator is working as per the stipulations of the Australian Government Department of Education and Training.

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
- e) Educators are compliant and up to date with:
 - First Aid (3 years)
 - CPR (completed annually)
 - Insurance
 - Working with Children Check (renew every 5 years)
 - National Police Check
 - Programming for children
 - Certificate III in Children's Service or actively completing the course.

Practices

1. NSW In-Home Childcare Services has the responsibility to support educators within the Family home environment.

Support is provided through the various modes:

- a) Telephone support
- b) Email
- c) Home visits
- d) Educator visits to the office
- e) Professional development/Training for educators
- f) Resources

2. Educators Responsibilities (In Home Care Guidelines 3.6.2):

- a) Educators have a responsibility in ensuring the quality of the early learning programs for children.
- b) Educators cannot be engaged for the purpose of providing education (home schooling) to school aged children.
- c) The educator is not responsible for domestic duties for the children, e.g. cleaning, shopping, laundry duties, mowing the lawn, meal preparation for the family meal.
- d) Educators are to conduct a daily hazard check every morning upon commencement of their working day and a copy to be available during home visits from your service provider.
- e) The family home is the educators work place and therefore educators must ensure they are operating as professionals within the work environment.

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- f) Should educators not be compliant, a warning letter will be issued, and 7 days' grace period will be given to the educator. Beyond this period if an educator has not tried to rectify any changes e.g. written proof of educator being compliant, a breach letter will be issued.

3. Location of services: (National In Home guidelines 3.3.6)

- a) Educators must provide In Home Care within the family home of the individual who is eligible for CCS. Only in exceptional circumstances where the family relocates can care temporarily take place in another location in the short term. The service provider will need to be informed of if this occurs before care commences in the short term in another location.
- b) Under no circumstances is the educator to take children into their own home environment.

4. Excursions for children

- a) Before conducting an excursion, educators are to undertake a risk assessment and seek permission from the parent/guardian and service provider before conducting an excursion. (refer to excursion policy 2.2, / forms 2.2A)
- b) Routine excursions (refer to excursion policy 2.2)
- c) Please note that swimming lessons and to bodies of water are not to occur during the In-Home Care placement.

5. Dress code for educators

1. Educators are always to wear appropriate clothing whilst representing our service.
2. Educators are to wear their identification tags when first contacting the parent/guardian and when attending excursions
3. Ensure high standards of personal hygiene are maintained throughout their work day.
4. Educators dress must be conducive to active participation with children and parents and must not pose a workplace health and safety risk. It is advised that educators are respectful of families cultural or religious practices and dress accordingly.
5. Closed shoes must always be worn.

6. Telephone/Mobile phone use

1. The family's residence is the educator's 'professional place of work'. Therefore, your duty of care is to ensure supervision for children and keep mobile phone use at minimum.
2. If Educators mobile use is excessive or the educator acts irresponsibly or unreasonably and NSWIHCS becomes aware of this. Our service will discuss this with the educator and a breach notice may be issued.

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3. Mobile phones should be used at a minimum and only for:
- An emergency
 - For documenting children's programs

7. Programming

- Educators are responsible for:
- Educational programs for children
- Observations on children
- Caregiving for children within their care

8. Day to Day

Educators must conduct the following:

- Daily Hazard check list each morning on arrival to the family home and address any hazard identified
- It is important that the educator and parent/guardian exchange any important information before the care session begins so that the educator is fully informed.
- Provide learning activities for children throughout the day
- Assist with preparation lunch or meals as required and provide water throughout the day

9. Educator unable to meet their shift obligation

- Educators will need to notify the family and service if they will not be able to meet their shift obligation.
- If the educator is unable to resume care due to illness a doctors certificate must be provided before the educator can continue her care obligations.

Procedures

1. Educators will be contacted on a fortnightly basis via telephone, email or skype.

2. Educators will be visited by the Family Liaison Facilitators at least once every 3-4 months after the initial first visit, which is conducted within the first six weeks of care commencing. Regular visits may occur if required.

It is not necessarily a requirement that a family member is home at the time the In Home visit takes place. NSWIHCS will contact the family and educator advising of the proposed visit date. However, a spot visit may be organised to undertake compliance checks.

3. Home Visits for Educators will consist of the following steps:

- a) Review of the educator's programs for the children
- b) Observations of the interactions between the educator and children
- c) Review of compliance requirement; fire drills, medication forms, excursion forms

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d) discussion on practices and further professional training if required

A review of the initial home safety inspection will be undertaken to ensure the following are in place:

- a) Evacuation plan on display
- b) Emergency numbers on display
- c) CPR chart on display
- d) Fire extinguisher, fire blanket is easily accessible
- e) First aid box is easily accessible

The educator's interactions with the children will be observed during the home visit.

4. Child Protection:

Educators are mandatory reporter, therefore have a duty of care to their children in care. If you suspect there may be child protection issues:

- a) Keep a record of dated conversations and observations (please do not keep this record where it is accessible by the family or children).
- b) Listen to the child and document
- c) Report to your service provider your suspicion
- d) Complete the MRG online and follow the instructions at end of MRG
- e) Educators who are unsure are to ask for assistance from their service provider to assist them with reporting if they are unsure.

6. Educator Illness/holidays etc:

- a) Educator's must contact our office during office hours if they are unable to meet their care requirements due to illness.
- b) Educators need to contact their family and advise them they will not be available for a shift and ask the family if they require a replacement for the period the educator is unavailable.
- c) Educators who have been sick for a period of more than 2 days will require a doctor's clearance before returning to care for the family.
- d) Educators will to advise our service a minimum of 14 days if they wish to go on leave. A leave form will need to be completed and returned to our office and the family advised of the period of absence.

7. Emergencies

- a) The safety of the children is your first duty of care
- b) In the event of an emergency, educators are to contact emergency services if it required.

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- c) There is an emergency number provided in the educators handbook. However we advise this number is only called if there is an emergency outside normal office hours.
- d) For any other matters referring to payments, replacement for shifts can be dealt with during office hours.

8. Critical Incident

- a) Educators are to report a serious critical incident within 24 hours to their service provider.
- b) A serious critical incident which requires assistance from a registered medical practitioner and or/ emergency service is a critical incident. A critical incident form will need to be completed and forward to the service provider for reporting purposes to the department of education and training.

9. Educators, if you are unsure of anything, please contact our office during office hours to speak to one of our staff for assistance and to provide you the information you require.