



17 Brunswick Street  
Ballina NSW 2478

Phone: 02 6686 7799  
Fax: 02 6686 4093

[admin@fdcballinabyron.com.au](mailto:admin@fdcballinabyron.com.au)  
[www.fdcballinabyron.com.au](http://www.fdcballinabyron.com.au)

**ABN: 85 676 459 681**

INFORMATION BOOKLET FOR  
EDUCATORS AND THE  
MEMBERS OF THEIR  
HOUSEHOLD.



## **Summary of Roles & Responsibilities of an Educator.**

In Family Day Care educators are required to provide and maintain quality child care in a safe, healthy, nurturing, friendly home environment. This responsibility includes adhering to current Regulations, WH&S legislation, National Quality Standards, scheme policies and procedures, and Early Years Learning Framework. Educators are also expected to participate in ongoing professional development often outside the hours of their service operations (the hours an educator chooses to work) and providing parents with ongoing information about their child's daily activities.

Educators must fulfil administration and business requirements of a self-employed person.

The support of the educator's family members in meeting these requirements is important and contributes to the positive development of an educator's service.

Having other people's children in your home can also mean:

- Providing an environment that recognises and operates in a safe and respectful manner.
- Considering the needs of your family and of the families and children in care.
- Maintaining confidentiality.
- Recognising that it is more than 'just playing', as an educator needs to plan a program to meet the individual child's needs and interests.
- The educator is solely responsible for the children at all times and cannot delegate this responsibility to any other household members.

### **What might you expect from the parents of the children in care?**

To ensure the quality of care for each child is maintained, parents have responsibilities towards the educator, the educator's family, home and the educator's own children.

These responsibilities include:

- Developing, over time, a partnership with the educator, based on open and honest communication, which will result in positive outcomes for their child/ren, based on sharing of information that allows the educator to reflect each child's needs and interests within the program.
- Abiding by the Child Care Regulation, the requirements of the Australian Government, particularly with regard to Child Care Benefit and scheme policies and procedures.
- Respecting that the educator's home is a smoke free and alcohol free environment whilst children are in care.
- Respecting the rights of all to confidentiality.
- Adhering to scheme and educator's special conditions such as notifying educators of changes to care arrangements within a reasonable time and keeping educators and co-ordination unit advised of changes in care arrangements.
- Ensuring that adequate arrangements are in place for the collection of the child in the event of illness or an emergency.

## **Roles and Responsibilities of the Educator's Family.**

There are many reasons why people want to offer day care in their homes. Some find that caring for other children is a good way to provide playmates and companionship for their own children. Some need to add to their income without having to work outside of the home, others may have started by offering to care for the child of a neighbour. Many others enter Family Day Care because they truly enjoy the laughter and excitement that children bring to the homes. Whatever the reasons, if you respect, understand and enjoy children and know how to provide for their growth and development, your Family Day Care business will more likely succeed. Before you decide to offer day care for children in your home, there are some practical things you should consider very seriously. If you are aware of these factors before you begin to offer day care, the chances that you will enjoy your venture will be greater.

As the words 'Family Day Care' indicate, caring for children in your home involves the whole family. If you have a partner, children, or other family members living in your house, you should, as a family, talk over your plans before starting, because members of the educator's family play an important role in the children's experience.

### **Summary of the Roles and Responsibilities of the Educator's Family.**

- To treat everyone, staff, parent and children with respect.
- To assist the educator to provide and maintain quality child care in a safe, nurturing, friendly environment.
- To support the educator to attend ongoing professional development.
- To assist with the maintenance of the home, to ensure compliance with OH&S legislation and scheme policy requirements.
- To be supportive that the daily safety checklist is undertaken before children arrive each day.
- To adhere to all State regulations and scheme policies such as non-smoking, alcohol and drug free home whilst children are in care.
- To interact in a positive manner with children and their families.
- To ensure that any family member, other than the educator, or a relief educator, is never left alone with a child.
- To maintain confidentiality at all times.
- To ensure all household members are aware that only child appropriate TV programmes, computer, music, videos, games and books are accessible to Family Day Care children.
- Remember that all visitors to the home who are 13 years and over sign the visitor's book.
- Recognising the need for privacy on some occasions when the educator is discussing issues with staff and / or parents.
- Ensuring that they are aware to dress appropriate at all times while the educator is operating Family Day Care, e.g. being fully clothed, not wearing pyjamas or offensive slogans on t-shirts etc.
- Ensuring the use of non-offensive language and tone of voice at all times.
- Recognising that caring for children is not 'just playing' and that the educators needs time to plan and programme.

## PROTECTIVE BEHAVIOURS IN YOUR FAMILY DAY CARE SERVICE.

In your role as an educator, you, your family members and visitors to your home may possible be at risk of a child protection allegation.

### ***What is an Allegation of Child Abuse or Neglect?***

An allegation of child abuse or neglect is a statement, an assertion, or an accusation that a child has been or is in danger of being abused. An allegation can be an assertion made without proof. An allegation may be made verbally or in writing by:

- ✓ The child
- ✓ Someone on behalf of the child, or
- ✓ Someone who has seen or is aware of the abuse.

### **Allegations made must be investigated – This is the Law.**

A definition of an allegation of child abuse includes not only abuse but an allegation of misconduct e.g. the possession of child pornography.

It is our responsibility to ensure our behaviour is beyond reproach at all times.

To support you in reducing the possible risk the following information has been developed to assist you.

**Touching** – Caring for young children involves physical contact. This is desirable to show affection, to comfort and reassure and to praise. It is also necessary to touch children to take care of their personal needs. It is appropriate to respond if the child initiates physical contact in seeking affection, reassurance or comfort. It is not appropriate to fondle children's bodies.

**Visitors and Others** – Guests and other family members should not be left alone with the children. Guests and other family members should not be allowed to toilet or change any child. Guests and other family member's behaviour and dress should be appropriate.

**Smoking** – The Family Day Care service is to be a 'smoke free' environment. Educator, family members, parents and visitors are not permitted to smoke in the home whilst children are in care, nor in vehicles that children registered with Family Day Care are being transported in.

If a person wishes to smoke in the environment when children are not in care, ashtrays will need to be cleaned of ash and cigarettes. Lighters, matches and cigarettes must be stored out of reach before the children re-enter care.

Homes will need to be ventilated to reduce the smell of smoke. See scheme policy / procedure for more information.

**Drugs and Alcohol** – Educators are to ensure that they maintain a drug and alcohol free environment at all times when children are in care.

**Discipline** – It is widely accepted that it is inappropriate to use any form of physical punishment in disciplining children. It is also inappropriate to use abusive or derogatory language; to shout, to scream or threaten a child; to restrain a child, unless coming to harm; or to use the withdrawal of food or rest as a punishment.

**Personal Hygiene of Children** – Whilst there is a need to encourage and support children to develop self-help skills, only the registered educator should toilet or change the nappy of a child in care.

**Safety** – Caregivers have a legal and ethical responsibility to behave in a reasonable and careful manner to keep children safe.

Educators cannot always prevent accidents from occurring. However, they should work in ways to minimise the potential for harm.

It is the educator's duty of care to protect the children and to ensure that a safe, caring and nurturing environment is provided for the children. It is also the educator's responsibility to ensure that everyone in the household does everything they can to protect themselves and other household members from an allegation of abuse.

**OH&S** – It is the educator's responsibility to maintain a safe environment in keeping with the requirements of current OH&S legislation.

**Recording Injuries / Behaviour Change** – If a child comes into care with injuries, it is necessary for you to record these injuries so that you will not be liable for an allegation for something that happened away from your care.

**It is important that you record injuries the child sustains in your care and report this to the parents. The parent should be asked to sign any report of injury that you make to them.**

**It is suggested that you contact the co-ordination unit about any injury to a child, whether it happened away from your care or in your care – have it recorded.**

Record all injuries by following the scheme procedures. Note injury, behavioural changes and explanation given by parents and child. Be objective and accurate e.g. 'the bruise was 3cm diameter, round and on the child's lower back, on the left side' (a diagram may be helpful). His mother said, 'he fell off his bike', but the child said, 'I fell backwards into the kitchen table'.

**All recorded information must remain confidential.**

**Communication** – It is suggested that educators advise the family of the child in care about any visitors to the service.

If a parent arrives whilst a visitor is present, the educator is encouraged to introduce the visitor to the parent of the child in care.

**Ensure the environment you offer is maintained to minimise the potential risk**

References:

- NSW Dept of Community Services, NSW Curriculum Framework for Children's Services.
- Anne Stonehouse 2004, FDC Dimensions – Excellence in Many Ways
- National Family Day Care Council

**PARTNER / HOUSEHOLD MEMBERS SUPPORT FORM FOR EDUCATOR APPLICATION**

I, ..... (full name) as partner /  
household member of ..... (educator's name)

Support his / her application to be registered as an educator with Ballina Byron Family Day Care. I understand that, if the application is successful, our home will be utilised as a child care service. I have read and fully understand the following provisions of the registration.

I understand that as a household member the registered educator will be responsible for:

- Maintaining his/her physical health and emotional wellbeing.
- Keeping a current first aid certificate and CPR updated.
- Paying the appropriate Public Liability Insurance annually (this may include landlord's liability insurance).
- Transfer to Parent Admin Levy to the scheme (this is transferred fortnightly from CCB payments due to the educator)
- Attending, as often as possible, the scheme play groups provided by the scheme for the Family Day Care educators and children.
- Keeping up to date with current childcare trends by attending recommended training sessions offered by the scheme or other providers.
- Accurately maintaining all paperwork / records pertaining to the children in his / her care.
- Adhering to all relevant State Regulations, scheme policies, procedures and CCB requirements.
- Maintaining a safe internal and external home environment.
- Participate in EYLF for Family Day Care.

I understand the commitment involved with my partner / household member making the application and realise that my ongoing support of his / her work is vital. I understand that the care, supervision and behaviour management of children at all times (including while they are asleep) is the responsibility of the educator. I am aware that he/she is wholly responsible for the children in care and those children are not to be left alone with any other person, including any household members without the educator being present.

Signed: ..... (partner / household member)

Date: ..... Printed Name : .....DOB.....

Signed: ..... (partner / household member)

Date: ..... Printed Name: .....DOB.....

Signed: ..... (partner / household member)

Date: ..... Printed Name : .....DOB.....