

EDUCATION AND CARE GUIDING PRINCIPLE

Educators Professional Development and Standards

Purpose

Communication is essential to ensure all educators at the service have current information and are aware of changes and decisions, whilst also having an opportunity to comment where appropriate. This provides consistency and continuity amongst staff and educators as well as up to date knowledge of day-to-day requirements which is essential in providing quality care for children. Team collaboration builds on effective communication, respectful relationships and fairness within teams.

New educators will be adequately trained prior to receiving children into care and the knowledge, skills and interests of educators will be maintained and enhanced through regular training opportunities.

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Definitions

CCFDC:	Cumberland Council Family Day Care
CDO:	Child Development Officer
FDC:	Family Day Care
Families:	Parents, guardians and/or caregivers
Kindyhub	A secure web-based software enabling educators to simplify and streamline documentation and enhance communication with families and share the child's development progress as it occurs
NESA:	NSW Education Standards Authority
NQS:	National Quality Standards
WHS:	Work Health & Safety

Communication

- A communication book will be maintained. This book will notify educators of daily occurrences such as changes to staffing, responsible persons, children's absent days and new children (not FDC).
- Educators and staff should use a range of methods of communication to notify educators of important messages; e.g. Kindyhub, communication book, group emails, verbal communication, social media group chats (e.g. WhatsApp, Messenger). FDC staff (CDO and centre director) has access to council phone at all times for the educators to contact when needed.
- Educators are encouraged to use appropriate communication channels when dealing with an issue or concern. Firstly, educators should discuss the issue with the person involved away from the children in care, if possible. FDC educators should contact CDO and centre director. Then they need to discuss the issue with their direct supervisor/room leader. If the issue is not resolved, they should discuss it with the nominated supervisor. If educators are not satisfied or if the action is inappropriate, then they should discuss this further with their Education and Care Coordinator who will then determine if the issue or concern needs to be escalated to the Senior Coordinator, Education and Care and/or the Manager Education and Care. The exception is child protection allegations against a staff member which must be directed to the Child Protection Triage Team triageteam@cumberland.nsw.gov.au.
- Nominated supervisors to send out emails and important information to families through Kindyhub.
- School Holiday Care information is located on Council's website.
- Noticeboards/folders in office/staff rooms will display the following:
 - interesting or relevant articles
 - positions vacant
 - policies, guiding principles, procedures for review and comment
 - any allergies information
 - WHS information
 - training
 - child protection information, and
 - other council information.

Professional standards

- Each service will have a nominated supervisor, educational leader and appropriate supervisor to guide professional standards.
- Educators are to build collaborative relationships based on trust, respect and honesty with all stakeholders.
- Information exchanges that occur should be professional. Discussions should not take place between two persons about a third party.
- Educators must maintain confidentiality of individuals by ensuring that all records and information about individual children and their families, educators and management are kept secure at all times. When using another educator's work space, confidentiality must be maintained.
- Reference should be made to Council's Compliments and Complaints Management Policy, Bullying and Harassment Policy and Code of Conduct. Interactions convey mutual respect, equity and recognition of each other's strengths and skills.
- Staff and educators are to follow current guiding principles and procedures and have the opportunity to take part in guiding principle and procedure reviews.
- Staff and educators are to support workplace guiding principles, policies, standards and practices that are fair, non-discriminatory and are in the best interest of children and families.
- Staff and educators should promote and support ongoing professional development within their work team.
- Staff and educators must provide a tobacco, drug and alcohol free environment and not be affected by alcohol or drugs while providing education and care to children.
- Services Philosophies reflect the different views, beliefs and values of the team through collaborative reflection.
- New educators and staff members are supported by other team members through the induction process.
- Casual educators are treated like equal members of the team to ensure they feel a sense of belonging to the team and service. Centre Director or Responsible Person inducting a casual educator is to share all relevant information with them to ensure they are well informed of all centre policies, procedures and practices.
- Early Childhood Australia Code of Ethics is embedded into day-to-day practice to guide professionalism.

Teacher accreditation

- All teachers are required to be accredited with NESAs to work in centre-based early childhood services. Ongoing employment as a teacher is dependent on continued accreditation with NESAs. Support teachers are appointed through NESAs.
- Teachers who graduated before 2016 were granted Proficient Teacher accreditation following an application process and are required to maintain their accreditation status within a 5 year cycle for full time employment, or a 7 year cycle for part time or casual employment.
- Teachers who have graduated post 2016 are required to apply for provisional accreditation and complete the requirements to achieve Proficient Teacher accreditation. The timeframe

to complete this process is 3 years for full time employment and 5 years for part time or casual employment.

- All teachers employed by Cumberland City Council are required to apply for and/or maintain their accreditation with NESAs as the Teacher Accreditation Authority.
- Teachers are to maintain their accreditation through their [NESAs online account](#) (eTAMS).
- Council may request a PD Progress Report or Teacher Summary Report as evidence of continued teacher's accreditation. This can be accessed via the Teacher Dashboard in eTAMS.
- An annual accreditation fee is to be paid to NESAs in January and the receipt is to be forwarded to the Resource Management Coordinator. A Teacher Accreditation card is issued annually following payment of the fee.
- Teachers may take a leave of absence if they are on extended leave, e.g. maternity leave but must restart their accreditation on their return to work. This can be applied for via eTAMS. Refer to the Leave of Absence policy on the [NESAs website](#).
- Teachers who are accredited as Proficient may consider voluntary accreditation as a Highly Accomplished and Lead Teacher. This accreditation recognises quality at highly accomplished and lead levels.
- NESAs has a range of [policies and procedures](#) regarding teacher accreditation which can be accessed on their website.

Professional development and training

The Education and Care Staff Handbook will be given to all new educators at induction and the FDC Educator Handbook will be given to new FDC educators.

Centre-based and FDC educators

- The service will ensure that training opportunities are provided on an equitable basis to all educators.
- Training will be based on educator requests and/or needs, and the needs of the service (i.e. regulatory requirements, NQS).
- A range of training formats will be offered to educators (i.e. small groups, large groups, 1:1). Some of these sessions are compulsory.
- Educators will be informed of any appropriate training opportunities.
- Educators are to confirm their attendance, if requested, to the appropriate person.
- A record of attendance will be kept at the service and certificates issued to each educator following the training with a copy placed on the educator's file.
- It is the responsibility of all educators (centre based and FDC educators) to inform the Resource Management Coordinator / Coordination Unit when their First Aid, Anaphylaxis, Asthma, Safe Food Practices, Fire Protection, and Child Protection certificates are due - prior to their expiry.

FDC educators only

CCFDC acknowledges the importance of providing regular training opportunities for educators.

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- New educators will be given an extensive training / orientation program to ensure they are adequately prepared for their role. This will be a combination of online and face-to-face.
- Educators will be given the opportunity to express their training needs and interests.
- Families will be invited to participate in appropriate training.
- The approved provider of an FDC service must ensure that each FDC educator and FDC educator assistant engaged by or registered with the service holds a current approved first aid qualification, has undertaken current approved anaphylaxis management training, and has undertaken current approved emergency asthma management training [R 136(3)].
- Evidence of First Aid, Anaphylaxis, Asthma, Safe Food Practices, Fire Protection, and Child Protection certificate renewals need to be provided to the Coordination Unit. If this is not completed prior to expiry, non-compliance will be issued and/ or possible immediate suspension in regards to First Aid, Anaphylaxis and Asthma training lapsing. During any pandemic, waivers may need to be applied for.
- Educators are required to attend training sessions each year that are agreed to in consultation with the Coordination Unit. A record of this training must be recorded on the attached form.
- Educators who do not attend training sessions regularly will be required to discuss their training commitment with the CCFDC Centre Director. Strategies will need to be developed to ensure that the educator is extending their knowledge and skills effectively. This may affect their continued registration with CCFDC.
- Once the training has been booked, if you do not attend you will be required to pay for the cost of the training, unless a Doctor's certificate is forwarded confirming illness being the reason for not attending. If you are unable to attend on the specified date you will be required to organise, rebook and pay for the training at your own expense.

Meetings

Responsibilities of meeting participants, including FDC educators

- Have a positive approach.
- Communicate effective ideas.
- Provide feedback and viewpoints in a constructive manner with mutual respect and professionalism.
- Listen to all other viewpoints and opinions to ensure all have an opportunity to contribute and respect the diversity of the group.
- Contribute to policy/guiding principle development.
- Positively communicate with educators that were unable to attend the meeting to assist in the distribution of information.
- Have an open mind for solving issues.
- Implement suggested changes/solutions.
- Discuss topics, current trends and changes within the education and care sector.
- Respect and recognise one another's strengths, differing roles and responsibilities.
- Listen with the intent to understand.
- Professional courtesy should be conveyed during all meetings.

- Educators attending meetings need to be aware of the confidentiality of other educators.

Centre based educator meetings

- All centre meeting dates will be set at the beginning of each year; however dates may change due to unforeseen circumstances and ad hoc meetings may need to be scheduled.
- Educators will be given the opportunity to add items to the agenda prior to the meeting being held.
- Meetings will occur at a time and place suitable to the majority of educators.
- Every effort will be made to make the agenda available prior to the event.
- Educators operate on a roster system to take minutes of meetings. This is to be arranged at the first meeting of the year.
- Minutes will be prepared and made available to educators within four weeks of the meeting to ensure ongoing reflection and improve practice. Educators may be asked to sign the minutes as verification of their accuracy.
- Meetings are paid and are compulsory. Educators who are unable to attend must give notice to the Centre Director and ensure they read and discuss the minutes once these are available.

CCFDC educator meetings

CCFDC educator meetings will be held throughout the year and an invitation will be sent to educators to attend. The frequency of the meetings will depend on the urgency and necessity of the agenda items.

CCFDC educator meetings will:

- ensure FDC educators have the opportunity to review practices and procedures. A consultative approach with educators and staff will assist in the continual improvement of quality care to families
- ensure the improvement of the service by encouraging educators and staff to contribute as well as explore innovative ideas and approaches
- build on existing communication and encourage genuine partnerships between educators and staff to seek solutions and positive outcomes on issues
- provide opportunities for educators and staff to work together on projects, such as working parties
- monitor progress on the resolution of issues.

A representative from Council will attend when required.

Minutes of CCFDC educators' meetings will be forwarded to all educators. FDC staff will rotate taking the minutes.

Staff/Educators' children in care

To ensure that children related to Cumberland City Council employees and/or FDC educators are managed in a fair and equitable manner with respect to being placed on the waiting list, being placed in a service and whilst attending a service, the following must be observed:

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- Children may be enrolled from 6 weeks of age to attend a service where their family works at the discretion of the nominated supervisor.
- Children must be placed on a waiting list before accepting a position as an enrolled child within licensed numbers.
- As employees are role models, ensure only the hours of care needed are used on RDOs and/or annual leave.
- Carer's leave is to be used for staff/educators when breastfeeding while working at the centre. The verification of this carer's leave will be when the staff/educator leaves the floor with their child and the supervisor is notified. An email can be attached to the leave form. The staff/educator's family doctor/clinic could also provide verification that she is breastfeeding. Refer to Council's Leave Guidelines for further information (not FDC educators).
- If staff /educator is sick, his/her child can attend (not FDC educators).
- If staff /educator's child is sick, staff/ educator can stay home with the child and claim carer's leave or find alternate child care arrangements and come to work (not FDC educators).
- Employees must pay regular fees in accordance with the Child Care Subsidy and Council's Education and Care Fees Guiding Principle. Employees have the option to pay through the salary sacrifice system (not FDC educators).
- Professional and consistent standards must be maintained; i.e. educated and cared for by allocated staff members / FDC educators.
- Any conflicts involving children of employees will be handled professionally in the following manner:
 - If a complaint is received from an employee it must be put in writing and discussed with the nominated supervisor. This will be discussed with the employee and documented.
 - If the conflict is not resolved, the nominated supervisor will inform the Senior Coordinator, Education and Care. It will then be discussed with the employee.
 - A review of the situation will be conducted and a system of monitoring put in place.
 - If an employee feels they do not wish to discuss this with the nominated supervisor they can contact the Senior Coordinator, Education and Care directly.
- Staff/educators are an employee / FDC educator first and a parent second whilst working with their own child in an education and care centre / FDC home.
- The nominated supervisor / Manager Education and Care will take all measures so that the children related to employees are not discriminated against.
- Children can be enrolled into before and after school care (OOSH). The children's relationship with employees should be discussed openly on a regular basis, in staff meetings and individually. School holiday care is available during holidays for school aged children.
- The management of children related to employees will be carefully monitored by the nominated supervisor. Where possible, staffing/rostering will be arranged to avoid employees working directly with their own relations. There may be limitations on the number of children of employees that can be enrolled at each service. FDC employees need to remove themselves from directly working with children related to the FDC educator.

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- FDC educators must ensure that more than 50% of enrolled children per week are not related to them or their partner (i.e. if the FDC educator has seven (7) enrolled children per week, only three (3) can be related to the FDC educator or FDC educator's partner).
- Council staff employees and FDC educators follow the same policy/ procedures and code of conduct as all families that use the service. A copy of these policies are to be issued to Council employees and FDC educators.
- Staff are not to have their child/ren on the premises outside of licensing hours (e.g. early shift, staff meetings and/or training). FDC educators must follow the Relocation, Overnight and Emergency Care Guiding Principle if children are going to be in care outside of approved hours of operation. FDC educators must notify the Coordination Unit of any changes to their working hours (refer to Registration, Recruitment and Managing Non-Compliance Guiding Principle).
- Employees with related children at the service need to be approached in the same manner as all other parents.
- Salary sacrifice is available for Council employees who use Council's Education and Care services. Refer to Council's Salary Sacrifice Guidelines (not FDC).
- The attached Statement of Agreement must be signed by staff/educators before their child starts at the service.
- FDC educators and their partners are not entitled to receive child care fee assistance for their own child's session of FDC if, on that same day, the FDC educator provides FDC for an approved FDC service, unless a specific circumstance applies.

Staff and FDC Educator uniforms

Council's education and care services staff must dress in suitable and professional attire which reflects a positive image of education and care services within the community.

Centre based educators will wear the education and care services compulsory uniform (FDC educators are exempt).

Permanent/fixed term staff

Upon commencement, permanent/fixed term staff will be issued a choice of either business shirts or polo shirts, and 1 knitted cardigan or polar fleece jacket. The amount of business shirts or polo shirts will be in line with the number of days worked per week.

For example, a permanent staff member who is required to work 5 days per week with a total of 30-35 hrs will be issued with a total of 5 shirts. A permanent staff member who is employed on a part time/ fixed term basis will be issued shirts dependent on hours worked, to a maximum of 3 shirts.

Casual educators

Casual educators will be issued with second hand polo shirts/ jackets from the centre they are working at. This pool of shirts is obtained from staff who leave Council. If there are no second hand shirts available, they will be issued with new shirts/ jackets as required.

All staff and educators

It is each individual staff member's responsibility to:

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- ensure their uniforms are maintained and kept clean;
- request replacement of shirts/cardigans/jackets which will be assessed. The item of clothing to be replaced must be returned to the Centre Director. If required, a replacement will be ordered through the Resource Management Officer and the Centre Director will discard the old shirt and destroy the logo;
- purchase extra shirts, jackets and vests, if required, at the educator/staff member's own expense;
- return all shirts and jackets which have been issued to them when resigning from Council. The Centre Director will keep those which are in good condition for issue to casual educators. The centre will be responsible for laundering the returned uniform if required. Any that are in poor condition should be discarded with the logo destroyed.

Education and Care Services' shirts/polos/jackets must be accompanied with the following items:

- **Administration:** Black or grey bottoms (trousers, skirts, $\frac{3}{4}$ pants)
- **Outlying operational staff (permanent/part time/casuals):** Black, grey or denim bottoms (pants, long shorts, $\frac{3}{4}$ pants, skirts).

Clothing to accompany the education and care services shirts/polos/jackets must be knee length or below and must be of the colour as indicated above. Good quality track pants will be permitted if they are neat and tidy, and maintain a professional image. The Centre Director will advise the staff member if they are not appropriate. No item of clothing should have any slogans.

Staff may wear a long sleeve (black/white/grey) garment underneath their shirt. Business style shirts can be purchased in long sleeve.

Educators may wear their uniform without a collar provided they apply sunscreen to their neck and chest and wear a wide brim hat.

Every educator is issued with a Council hat. All educators must wear Personal Protective Equipment (PPE). All hats worn by educators must have a broad brim (minimum 7.5cm brim) to meet Council's Sun Protection at Work Procedure and the SunSmart section in Council's Education and Care Services Child Safe Environment and Practices Guiding Principle. All hats that have a rope toggle must be cut off.

During the months of May to August inclusive beanies are permitted to be worn up until 10.00am. After 10.00am beanies must be removed and hats worn that meet the requirements of Council's Sun Protection at Work Procedure. Beanies can also be worn after 4.00pm for staff who work outdoors. Beanies are to be of a plain colour.

Flat closed-in shoes must be worn to meet Council's WHS requirements. Shoes may be removed to engage with children in the sandpit, however must be put back on when finished with that activity. Shoes may be removed in FDC educators' homes, respecting cultural practices.

To comply with WHS requirements at the service, minimal jewellery should be worn by educators.

When staff members are in public places wearing Council's uniform, it is important that they are presenting a positive image. Therefore be careful of behaviours that would not portray the

staff member as being a positive role model for the community (e.g. drinking alcohol, smoking, swearing, and socially inappropriate behaviours).

Educators are permitted to participate in Council approved charity mufti days. Appropriate clothing must continue to be worn; i.e. no singlets or thongs. Refer to Council's Dress Standards and Uniform Guideline for further information. Staff electing to participate in Council approved mufti days are required to make a gold coin donation.

ID tags are available from Council's Human Resources Department. Educators/staff must wear ID tags to identify themselves when entering the Council Chambers. ID tags should be worn at services when working in age appropriate rooms taking into account any safety issues (e.g. not worn in under 2 year old rooms).

Pregnant educators should request a larger shirt or wear clothes that are comfortable and project a positive image.

The current Uniform Catalogue, Uniform Order and Declaration forms are available in ECM and linked below. The completed Order form must be emailed to Jennifer Kingston so that the order can be placed.

FDC educators

Full time FDC educators will be provided with 3 polo shirts and 1 jacket and part time FDC educators will be given 2 polo shirts and 1 jacket.

All FDC educators must sign they have received the items.

FDC educators are offered uniforms, however, they are self-employed and may choose not to wear the uniform. If an FDC educator chooses not to wear the uniform, they must:

- return the uniform to FDC office; and
- wear suitable clothing and look presentable and professional.

All FDC educators must wear a broad brimmed hat (minimum 7.5cm brim) in accordance with Council's Sun Protection at Work Procedure.

Attachments

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<u>Statement of Agreement - Staff/Educators</u>	13

Related Legislation and Online Resources

- [Education and Care Services National Regulations](#): Sections [136](#), [169\(2\)\(g\)](#), [Part 4.7](#)
- Australian Children’s Education and Care Quality Authority (ACECQA), [National Quality Standards](#): Quality Areas 4.1.1, 4.2.1, 4.2.2 & 7
- [Children \(Education and Care Services\) National Law \(NSW\)](#): Section [169](#)
- [Early Childhood Australia: Code of Ethics](#)
- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulation 2017: Part 2.1](#)
- [Safe Work Australia - Code of Practice: Work health and safety consultation, cooperation and coordination](#) (published May 2018)

Related Documents and Council Policies

- Cumberland City Council Policies and Guidelines:
 - [Bullying and Harassment Guidelines](#)
 - [Carers Guidelines](#)
 - [Child Protection](#)
 - [Code of Conduct](#)
 - [Compliments and Complaints Management](#)
 - [Leave Guidelines](#)
 - [Salary Sacrifice Guidelines](#)
 - [Smoke-free Workplace and Quit Program](#)
 - [Sun Protection at Work Procedure](#)
 - [Work Health and Safety – WHS Operational Policy](#)
- Cumberland City Council Education and Care Guiding Principles:
 - [Fees](#)
 - [Governance, Management & Leadership](#)
 - [Child Safe Environment and Practices](#)
 - [\(CCFDC\) Relocation, Overnight and Emergency Care](#)
 - [\(CCFDC\) Recruitment, Registration, Leave and Managing Non-Compliance](#)
- [Code of Conduct Handbook](#)
- [Staff Handbook](#)
- [FDC Educator Handbook - How to Become a Family Day Care Educator](#)
- [Uniform Catalogue](#)
- [Uniform Order form](#)
- [Uniform Declaration form](#)

Authorisation & Version Control

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TRAINING SESSIONS

Family Day Care Educators

FDC educators must complete a minimum of 5 professional development sessions each year which include all compulsory training in addition to FDC educator identified training.

All training sessions are to be recorded below.

Name of FDC educator:

Professional development

	Training session	Date training completed	Certificate received (Y/N)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

I confirm I have completed the abovementioned training sessions.

FDC educator signature:

Date:



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STATEMENT OF AGREEMENT – STAFF/EDUCATORS

Ihave read, understand and agree to the conditions stated in the Staff/Educators' children in care section of this Educators Professional Development and Standards Guiding Principle.

I agree to accept that a review will be conducted annually to ensure there are no issues or concerns regarding staff/educators or the child. If necessary, the child or staff/educator may be requested to relocate to another service.

Child's name:

Staff/Educator name:


Signature: Date:

Service name:

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