

EDUCATION AND CARE GUIDING PRINCIPLE

(CCFDC) Recruitment, Registration, Leave and Managing Non-Compliance

Purpose

The CCFDC scheme operates under the NQF which includes the Regulations and Law. The scheme ensures that the recruitment and registration of educators and educator assistants are in line with the Regulations and Law. Section 143A of the Regulations outlines the requirement for an approved provider of a family day care service to not register or engage a person as a family day care educator unless the approved provider has had regard for matters outlined in subregulation (2). These matters relate to the person's history of compliance and any decisions made under the Law. Approved providers must also take reasonable steps to ensure that the person has adequate knowledge and understanding of the provision of education and care to children.

The CCFDC scheme follows a rigorous recruitment and induction process to ensure all educators are adequately equipped to provide high quality education and care to children in their homes.

Definitions

ACECQA:	Australian Children's Education and Care Quality Authority
CCFDC:	Cumberland Council Family Day Care
CDO:	Child Development Officer
Coordination unit:	Cumberland Council Family Day Care coordination unit
Educator Agreement:	An agreement between the scheme and the FDC educators about the roles and responsibilities of both parties in relation to the provision of education and care of children in the FDC educator's home
Educator assistant:	A person who is registered with CCFDC to assist FDC educators and is registered to a specific educator
Families:	Parents, guardians and/or caregivers
FDC:	Family Day Care
FDC educator:	A self-employed educator registered under the CCFDC scheme licensed to care for children in their home
Law:	Children (Education and Care Services) National Law (NSW)
NQF:	National Quality Framework
PLI	Public Liability Insurance
Regulations:	Education and Care Services National Regulations
Scheme:	Cumberland Council Family Day Care Scheme
SIP:	Strategic Inclusion Plan
WWCC:	Working With Children Check

Contents

FDC Educator Selection Process	2
Department of Education clarification	2
Selection criteria	2
Educator assistants.....	4
Maintaining registration	5
Managing non-compliance	6
Non-compliance procedure.....	7
Immediate deregistration guidelines	7
Initial action	7
Appeal process.....	8
Taking leave	8
Deregistration/leaving the scheme	9
Attachments.....	10

FDC Educator Selection Process

Department of Education clarification

Before engaging an educator, service operators must make sure that the educator has not been subject to any recent sanctions, which could include termination from another service, to assist in determining whether the educator would be considered a suitable person.

It is also important that anyone who is in regular contact with the children whilst in the care of an FDC educator is also a suitable person. This could include the educator's children living with the educator, the partner of an educator, visitors to the home of the educator whilst the children are in care, or people who may collect or drop off children for the educator.

FDC service operators are responsible for ensuring their educators have all the necessary requirements in place before starting to provide care.

For full transcript of educators' obligations and expectations refer to the [Department of Education, Skills and Employment's Key obligations and expectations of FDC educators](#).

Selection criteria

Prospective FDC educators and educator assistants will [[Reg 153](#)]:

- read Council's [Family Day Care Educator Handbook](#)
- complete an online [FDC Educator Application form](#)
- undertake a personal interview with coordination unit staff as part of the scheme's selection process
- be an adult (18 years plus) who resides on the premises
- be physically and emotionally able to care for children
- be committed to the protection of children and undertake responsibilities and training in accordance with the Child Protection legislation and Council's [Child Protection](#)

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(CCFDC) Recruitment, Registration, Leave and Managing Non-Compliance*

[Policy](#), including understanding the role of an educator and educator assistant as a mandatory reporter

- complete the WWCC, notify the FDC office of their WWCC number and renew every 5 years
- provide identification and Work Rights (eligibility to work in Australia)
- ensure all regular visitors to the home complete the WWCC, notify the FDC office of their WWCC number and renew every 5 years
- ensure all adult household members complete the WWCC, notify the FDC office of their WWCC number and renew every 5 years
- ensure all visitors staying in the home complete a WWCC prior to arrival at the home, notify the FDC office of their WWCC number and renew every 5 years
- be a fit and proper person able to provide a minimum of two good character references
- provide a copy of the Nationally Coordinated Criminal History Check for themselves and all residents at the FDC home over 18 years of age. This check must be no more than 6 months old at the time the educator or educator assistant commences care under the CCFDC scheme and then every 3 years after
- register with PRODA and provide the number to the coordination unit
- provide a current First Aid, Asthma and Anaphylaxis Certificate as approved by ACECQA
- provide their CRN number to the coordination unit
- obtain, prior to the commencement of care, and then keep current, PLI for a minimum of ten million dollars (\$10,000,000) per household
- successfully complete the scheme's educator induction training
- demonstrate effective communication skills
- have an understanding of children's needs, interests and development
- have an awareness and sensitivity to the needs of young children and their families from a range of cultures, religions and abilities
- provide a clean and safe environment free of smoke, drugs and alcohol
- provide toys and equipment that promote children's development that meet the children's interests and needs
- ensure accurate record keeping practices in compliance with funding regulatory bodies' requirements, including having a working printer and scanner on the premises
- complete an initial home safety check successfully and be cooperative and committed to annual home safety checks
- hold a minimum qualification of Certificate III in Early Childhood Education and Care or equivalent approved by ACECQA. Educators who are currently working towards this qualification may be considered prior to completion at the discretion of the Centre Director
- be committed to ongoing training requirements
- agree to support visits by coordination unit staff whilst children are in care
- sign the Educator Agreement form (required annually)
- inform all household members of their roles and responsibilities in relation to children attending their service

*Cumberland City Council Education and Care Guiding Principle
(CCFDC) Recruitment, Registration, Leave and Managing Non-Compliance*

- consider the privacy of their own household members
- inform the Approved Provider if a person in the household is convicted of a notifiable offence
- notify CCFDC if they have been a registered educator with another service and if so, the service name must be provided
- declare to CCFDC if they have been suspended or deregistered from a FDC service
- declare if they have been investigated at a past FDC service
- obtain a medical to ensure they are physically and emotionally able to care for children (annual requirement)
- inform the coordination unit of the onset of any personal illness or any medication that may be prescribed which may affect the quality of care provided
- make household members aware of all relevant policies
- declare and complete the necessary paperwork in relation to any secondary employment
- register own children under 13 years of age under CCFDC in [SmartCentral](#).

CCFDC scheme will:

- conduct an interview with suitable applicants in the coordination unit and if the interview is successful, visit the prospective educator's home to assess suitability
- determine suitability of prospective new educators and their home using the CCFDC New Educator Selection Matrix (attached)
- conduct reference checks on prospective new educators
- conduct Work Rights assessment
- verify prospective educators' and household members' (18 years plus) WWCC status through the Office of the Children's Guardian
- send PRODA and CRN to accounts for linking
- send all applicants a standard follow up acceptance / non acceptance letter in Scout
- conduct educator induction training and/or provide training to be completed online/ at home
- after the educator selection process has been completed, carry out and document a full home safety inspection
- conduct weekly visits for the first 6 weeks
- arrange for the Centre Director to visit the educator after approximately 6 weeks
- arrange for the educator to receive regular visits or as needed/ requested by the educator or CDO.

Educator assistants

At times there may be a requirement for an educator assistant to replace the FDC educator in providing education and care for the children in the registered home.

FDC educator assistants must be registered with the scheme. The registration process for an Assistant is the same as the registration process to become an educator and the decision will be with the Centre Director.

*Cumberland City Council Education and Care Guiding Principle
(CCFDC) Recruitment, Registration, Leave and Managing Non-Compliance*

CCFDC may choose not to register FDC educator assistants due to capping of educator numbers and/or ratios.

An educator / educator assistant can work jointly or independently of each other under the same FDC regulations, caring for a maximum of 7 children under 13 years of age (including their own) at any one time, with no more than 4 children under school age.

The FDC educator must submit the timesheets and attendance records to the coordination unit. At no time will the educator assistant accept payment for the care they provide.

The families and children are to be introduced to the educator assistant as soon as possible.

Educator assistants do not require their own PLI as they will be covered under the primary educator's policy. The PLI must have the educator assistant listed on the policy. Evidence of this is to be provided to the coordination unit.

An FDC educator assistant must follow the same regulations, laws, guiding principles and service requirements as the primary educator and must be registered to a specific educator within the CCFDC Scheme.

In accordance with [Regulation 153](#), an approved educator assistant can assist the FDC educator by caring for FDC children in the absence of the educator for the purpose of:

- transporting children between the FDC home to a school, another education and care service or a child's home
- in emergency situations, including when the FDC educator requires urgent medical care or treatment or so they can attend an appointment in unforeseen and/or exceptional circumstances.

The FDC educator must not be absent for more than 4 hours and the absence must be approved by the Approved Provider. Notice of the absence must be communicated to the children's families in care at the time of the absence.

The educator assistant may also provide assistance while the FDC educator is educating and caring for children as part of the FDC service.

If the coordination unit becomes aware that FDC educators and/or educator assistants are not following this guiding principle, a non-compliance notice will be issued.

In the event that the FDC educator is deregistered or no longer working, the educator assistant will also be terminated.

Maintaining registration

Educators are required to maintain their registration by completing the following tasks:

- Sign a new Educator Agreement annually and comply with all points outlined in the agreement. Changes may be made to this document in line with changes to regulations, policies, procedures, and requirements of the roles as an FDC educator or the coordination unit
- Amendments to the schedule of fees may occur throughout the year, therefore an Amended Schedule may be completed (attached). Refer to the Fees Guiding Principle
- Visit their doctor to complete the Request for Medical Clearance Form when requested by the coordination unit

- Participate in an Annual Home Safety Check by completing the educator section of the document and ensuring all records and documents are available for inspection (attached). Refer to Child Safe Environment and Practices Guiding Principle
- Notify the Coordination Unit of any changes to their working hours on their Registration.

Managing non-compliance

It is the role of CCFDC to ensure FDC educators and educator assistants are complying with service guiding principles and the NQF, including the Regulations and the Law. It is the responsibility of the FDC educators and the educator assistants to comply with service's guiding principles and the NQF and maintain these standards at all times.

Failure to comply with the NQF, Council's policies, procedures, guiding principles, service philosophies and/or if the CCFDC office receives substantiated complaints, investigations will be carried out and consequences implemented, depending on the severity of the incident [[Reg 143B](#)].

It is essential that a proper investigation of all serious complaints and incidents be carried out. Documentation will occur at each step of the process. In certain cases such as allegations of reportable conduct, the child protection allegations against staff flowchart will be followed and it will be referred to other organisations such as the Department of Education, Police Department, the Internal Ombudsman Shared Service, NSW Ombudsman, or The Office of the Children's Guardian. In the first instance, where an allegation against a FDC educator is received, this matter will be referred to the Child Protection Triage Team.

Non-compliance follow up advice: This document may be written at the time of the visit by the CDO or will be completed upon return to CCFDC office. It will be discussed and recorded on the CDO [Home Visit Report](#). A timeframe advising of improvements will be agreed to and documented. Educators will receive a copy of follow up advice.

Home visit cautionary notice: This document may be written at the time of the visit by the CDO or will be completed upon return to CCFDC office. It will be discussed and must be recorded on the CDO Home Visit Report and notified to the centre director and coordinator. A timeframe advising of improvements will be agreed to and documented. Educators will receive a copy of the cautionary notice.

Non-compliance Action Plan: A Non-Compliance Action Plan will be issued to a FDC educator if service policies, guiding principles, regulations, law or repeated cautionary notice or follow up advice are not adhered to. The Centre Director and a CDO may meet with the educator to reinforce their obligations. Together the CCFDC staff and the educator will determine ways to improve on processes and avoid reoccurrences by developing an action plan. Most issues are expected to be resolved at this stage. The emphasis is on reinforcement of prior training and full compliance with NQF, policies and procedures. If an incident is of a serious nature i.e. safety, criminal or a child protection issue, the non-compliance may escalate immediately to the educator being deregistered (see Immediate deregistration guidelines on page 7).

Educators are required to sign the Home Visit Cautionary Notice and Non-Compliance Follow-up Advice to acknowledge that they have been notified of the issue. Educators may choose to agree or not to agree however the cautionary notice, follow up advice and non-compliance action plan will still be recorded and kept on file.

Deregistration: The FDC educator will be notified and a letter will be sent to the educator explaining the reason for deregistration.

Please note: all cautionary notices, follow up advice, non-compliance action plans and substantiated complaints will remain on file for the duration of the educator's registration with CCFDC.

Non-compliance procedure

In connection with a decision to remove an educator from the CCFDC register, the service has four tasks to perform.

At the time of the incident the following must occur:

1. Decide whether to remove an educator from duties until the investigation is complete, known as suspension.
2. Conduct an investigation to assess the seriousness of issues and whether there is a pattern of repetitive issues. If the incident is found to be reportable conduct, report to the Child Protection Committee.
3. Depending on the outcome of the investigation, decide whether or not an educator should be removed from the service's Register of Educators. Where relevant, liaise with the following: Police, Community Services, The Office of the Children's Guardian and/or Ombudsman (refer to the Regulations).
4. Notify educator of the outcome and recommendations of the investigation.

Immediate deregistration guidelines

Following are examples that may result in immediate deregistration if the educator or any other resident of the educator's home are involved in the following:

- Three non-compliance (previously known as breach) reports/action plans are issued.
- Consumption of alcohol and/or illegal drugs while on the premises, during business operation and/or in the presence of a child.
- Being convicted of a criminal offence.
- Physical or verbal abuse to other educators, staff members, families and/or children of the service.
- Stealing from CCFDC, its educators and/or families of the service.
- Fraud, e.g. falsifying time sheets/ Child Care Subsidy.
- If any part of the grounds, building or equipment that is available for use in connection with the service and/or is accessible to children, fails to comply with the registration or involves criminal activity.
- Caring for children when suspended.
- If the Approved Provider has significant concerns for the safety or wellbeing of a child or children.

Initial action

A deregistration letter to the educator is to include the following information:

- That the removal of the educator's name from the FDC Register is under consideration.
- A summary of the allegations or the facts of the events which form the basis of the investigation/ outcome (confidentiality will be maintained at all times).
- Where relevant, that immediate suspension has occurred, including dates of suspension.

- That the educator has the right to appeal the allegation and is encouraged to provide relevant information to support their reply.

Appeal process

- A. Time for response (in writing or orally) will be provided. The educator will be allowed time to fully investigate and to prepare submissions. The service will act on the suspicion without delay. It is strongly recommended that the responses be made within 14 days, unless external investigators have been engaged.
- B. Procedure in the event of immediate suspension (pending investigation):
- An educator may be immediately suspended (temporarily removed from the register) if there has been an allegation of risk to the children in their care whilst an investigation is carried out. The educator will be notified in writing and instructed to refrain from caring for any children registered with CCFDC.
 - Children will be temporarily relocated until the recommendation is made.
 - The approved provider will inform all relevant agencies including NSW Early Childhood Education and Care Directorate, Department of Education in writing when an educator is no longer registered with the service.

Taking leave

Educators wishing to take leave must advise the coordination unit with notice in writing of their intention to take leave.

Educators who take leave for 1 or 2 days are still required to notify the coordination unit of their leave. They are also to advise if the children will be relocated.

Educators wishing to take extended leave must apply in writing via email and have this leave acknowledged.

Educators on leave for longer than 1 month will not be able to engage in training provided by the service and will be required to organise and pay for mandatory training themselves.

Educators who have been on leave for longer than 1 month may require a full Home Safety Audit to be conducted. This will be determined case by case and based on a risk approach to safety. At the least, the coordination unit will be required to visit the premise prior to children coming back into care using the [Home Visit Report](#).

Educators wishing to take extended leave with no return date may be required to set a return date. The scheme is only licensed to register up to 75 educators and if the absence of the educator on leave prohibits another person from being registered, the educator on leave may be contacted by the coordination unit to confirm their return date. Failure to provide a return date may result in the educator being deregistered until they are ready to return, or until there is a position available.

Educators who have taken leave and have not returned on the expected return date may have their registration cancelled. This decision will be made after the coordination unit has attempted to negotiate a return date but the educator has failed to respond.

Deregistration/leaving the scheme

Educators who leave the scheme will be deregistered, meaning they will no longer be able to operate an education and care service under the licence of Cumberland Council Family Day Care.

Educators generally leave the scheme due to them submitting a notice of resignation. The attached Notice of Resignation form must be completed, or an email sent confirming the information outlined in the form.

Following an educator's intention to leave the service, the attached information and checklist must be completed to enable the deregistration process to be effected.

Educators on leave with no return date may be contacted via email to determine their intention to resume to work. If no response is received, a further email will be sent advising the educator of their deregistration.

Educators who do not return following leave, must participate in the deregistration process by returning the required resources and equipment. Where possible, the coordination unit will ensure this process is completed.

Educators who have not submitted timesheets and who refuse enrolments of children may also be deregistered. Continued registration with the scheme requires the educator to be working and submit timesheets. Correspondence between the educator and the coordination unit will take place regarding the educator's intention to commence or recommence work. A timeframe to start work and submit timesheets will be given. Failure to do this by the agreed date without a reasonable excuse will result in deregistration.

Intention to return from leave email

Dear (educator)

Our records show you commenced leave on (insert date) with a return date of (insert date). As you have not made contact to return, please respond to this email by (insert date) with your intention to return to the scheme.

If you wish to discuss this email further, please contact the coordination unit on 8757 9076.

*Kind regards
(Insert name)*

Deregistration following no response email

Dear Educator

As we have not received a response to the email dated (insert date) regarding your return from leave and recommencement of your role as FDC educator with Cumberland Council Family Day Care, I hereby advise that your registration has been cancelled.

Please return the following items to the coordination unit by (insert date):

- *[list items]*

If you would like to discuss the details of this email, please contact the coordination unit on 8757 9076.

*Kind regards
(insert name)*

All correspondence regarding leaving the scheme must be registered in ECM against the educator's electronic file.

Attachments

	Page No.
<u>CCFDC New Educator Selection Matrix</u>	12
<u>Permission Form – Care provided by an Educator Assistant</u>	13
<u>Amended Schedule – Family Day Care</u>	14
<u>Medical Clearance Request Form</u>	15
<u>Notice of Intention for an Annual Home Safety Audit</u> (including Checklist)	16
<u>Cot Safety Check</u>	18
<u>Portable Cot Safety Check</u>	19
<u>Home Visit – Cautionary Notice</u>	20
<u>Non-Compliance Follow-up Advice</u>	21
<u>Non-Compliance Action Plan</u>	22
<u>FDC Educator Notice of Resignation Form</u>	23
<u>FDC Checklist – Resigning Educator</u>	24

Related Legislation and Online Resources

- [Children \(Education and Care Services\) National Law \(NSW\)](#): Section [269](#)
- [Education and Care Services National Regulations](#): Sections [116](#), [143A](#), [143B](#), [144](#) and [153](#)
- Australian Children's Education and Care Quality Authority (ACECQA), [National Quality Standards](#): Quality Areas 3.1, 4 and 7
- [Department of Education, Skills and Employment's Key obligations and expectations of FDC educators](#)

Related Documents and Council Policies

- [Child Protection Policy](#)
- [Education and Care Code of Conduct Handbook](#)
- [Family Day Care Educator Handbook](#)
- Education and Care Guiding Principles:
 - [\(CCFDC\) Relocation, Overnight and Emergency Care](#)
 - [Fees](#)
 - [Child Safe Environment and Practices](#)
- [Educator Agreement](#)
- [Annual Home Safety Audit](#)
- [Home Visit Report](#)

Authorisation & Version Control

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CCFDC NEW EDUCATOR SELECTION MATRIX

Name	Suburb serviced	Qualifications	Experience (work and personal)	Understanding of interview questions	Health & wellbeing displayed in interview	Suitability to role displayed	Subtotal score (30) 24+ proceed	Referee checks and WWCC	Total 27 + proceed to assess environment	Access / Location of home	Environment clean and suitable (size)	Total score (45) 34 + send letter with training	Accepted / not accepted	Letter sent - date

Matrix key: 1 Lowest → 5 Highest

Matrix completed by: Date:



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PERMISSION FORM

Care provided by an Educator Assistant

Date:

Dear Families

..... will be absent from the
(name of primary educator)

Family Day Care environment on from to
(date) (time leaving) (time returning)

During this time who is
(name of educator assistant)

registered with Cumberland Council Family Day Care Scheme will be caring for the children.
At no point will this period exceed 4 hours, under Section [144](#) of the [Education and Care Services National Regulations](#).

Family authorisation

I acknowledge that I have been informed of the above change to the educator providing care for my child and give authority for this to occur.

Permission is given for:

Child/ren's name(s):

Date of the proposed change:

Time of the proposed change:

Family (parent, caregiver, guardian) name:

Signature:



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AMENDED SCHEDULE

Family Day Care

Name of educator:	
Educator's business name and ABN:	
Address of educator:	
Commencement date:	
Services:	The provision of education and care services by caring for children registered with the Approved Provider, primarily in the educator's registered residence or venue, as and when agreed by the parties
Days available to provide services:	
Hours available to provide services:	
Agreed payment rates:	
Types of services available to provide:	<input type="checkbox"/> Standard care <input type="checkbox"/> Casual care <input type="checkbox"/> Before school care <input type="checkbox"/> After school care <input type="checkbox"/> Weekend care <input type="checkbox"/> Overnight care <input type="checkbox"/> School holiday care <input type="checkbox"/> Occasional care

Educator's signature: Date:

Nominated supervisor name:

Signature: Date:

Cumberland City Council

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REQUEST TO OBTAIN A MEDICAL CLEARANCE

Family Day Care

A requirement of registration with Council's Family Day Care Scheme is for all educators to undergo a medical assessment prior to registration and at least annually to maintain registration. Council reserves the right to request a medical assessment more frequently to ensure the health and safety of all children being educated and care for by the educator. The frequency will be at the discretion of the nominated supervisor or approved provider. Please be advised that at any time we can refer you to council's preferred doctor for further advice or recommendations.

Section 83(3)(b) of the Education and Care National Regulations prohibits family day care educators from being affected by alcohol or drugs (including prescription medication) so as to impair his or her capacity to provide education and care to children.

This information sheet must be taken to the doctor and signed as acknowledgement of the details outlined in the document.

To be completed by the educator's doctor

Educator/patient name:

	Yes/No	Initial
The educator is 'independently physically and emotional able to care for children 0-13 years in their own home'		
The educator is the sole provider of education and care and medically can provide this service for up to seven (7) children under the age of 13 years in the educator's home		
Does the educator take any medication? If yes, please provide further information below. If no, strike through the section about medication and continue to the information about you		

The name of the medication

The reason for taking the medication

Any side effects that could occur whilst on the medication

Could this medication impair the educator's ability to provide education and care for children in their home

Recommendations on the frequency of obtaining a medical certificate, e.g. 3 monthly, 6 monthly, etc

A management plan, if required

Doctor's / practice name:

Doctor's signature: Date:

Doctor's contact details:

Doctor's or surgery's stamp:



NOTICE OF INTENTION FOR AN ANNUAL HOME SAFETY AUDIT

Background

[Section 167\(3\)](#) of the [Children \(Education and Care Services\) National Law \(NSW\)](#): states:

*A family day care educator must ensure that every reasonable precaution is taken to protect a child being educated and cared for as part of a family day care service from harm and from any hazard likely to cause injury.
Penalty: \$10 000.*

There are also penalties for the approved provider and the nominated supervisor.

[Section 116](#) of the [Education and Care Services National Regulations](#) requires the coordination unit to conduct an annual risk assessment of each approved family day care venue.

Element 2.2.1 of the [National Quality Standard](#) states:

At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

Implementation

The home safety is designed to help identify and eliminate any hazards. It is the educator's responsibility, with the coordination unit's support, to maintain that standard throughout the year.

The purpose of this visit is to assist you to conduct a safety audit on your home and to also check that all administrative requirements are in place; i.e. policy folder, timesheets, receipts, child records, notice board requirements etc. A thorough check will be conducted which will be quite time consuming however you can assist us by having everything readily available.

Attached is a copy of an [Annual Home Safety Audit](#) document which covers requirements in the Regulations, Law, service policies, Work Health and Safety Act, as well as best practice recommendations. You are required to complete all sections of the document and this will be verified by staff in the CCFDC staff column.

There is also an attached checklist of things to do in preparation of your visit. Please ensure you have completed the items required on this checklist before your home safety visit. During the visit, it is also a requirement to sight each area of your home not registered for family day care.

Ideally, it is preferred for the inspection to take place when the children are resting or at a time where there are few or no children in care. Unfortunately, this may not always be the case and to assist with the visit, activities are to be planned to keep the children occupied.

Continued registration is dependent on compliance with all the above conditions set out in the National Quality Framework, service policies and the Work Health and Safety standards.

If you have any questions or are unsure of what is required for this visit, contact the coordination unit on 8757 9076.



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CHECKLIST IN PREPARATION FOR AN ANNUAL HOME SAFETY AUDIT

Please ensure that all items on this checklist are completed before your home visit

- Complete administration checklist of the [Annual Home Safety Audit](#) and have all paperwork ready for checking
- Have original documents and copies from the compliance checklist [Annual Home Safety Audit](#) ready for the office, if applicable
- Complete other relevant sections of [Annual Home Safety Audit](#)
- Complete a Cot Safety Check for portable and/or wooden cots
- Ensure all equipment and toys that you use are clean and safe to use with the children
- Ensure the guiding principle/policy folder is up to date and organised with no loose policies
- Ensure first aid kits fully stocked as per list



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COT SAFETY CHECK

A Checklist for FDC Educators

Cots used in Family Day Care need to meet Australian Standards (AS/NZS 2172-2013). When using a cot, it is important to consider safety above all other factors. The following checklist of cot safety points should be considered to reduce the risk for a baby in your care being injured or dying.

	Yes	No	Not Sure
Does the cot meet Australian Standards AS/NZS 2172-2013? <i>Ensure that you keep written documentation of this</i>			
Is the cot in good condition? <i>Make sure that there are no bent or broken parts of the cot</i>			
Are the vertical bars safe? <i>The space between the vertical bar needs to be between 5cm and 8.5cm and is unable to be bent</i>			
Is the mattress the right size for the cot?			
Is the distance from the top of the mattress to the top of the cot at least 50cm?			
Are the edges of the cot smooth and rounded?			
Is the cot free from knobs or things sticking out such as screws or bolts? <i>This is to prevent clothing from being caught and the baby being hung or hitting the object and hurting themselves</i>			
Is the frame sturdy?			
Is the base strong?			
Is the inside of the cot free from small openings and/or holes? <i>Openings must be smaller than 5mm or larger than 12mm - this will prevent children's fingers from becoming trapped</i>			
Does the cot have wheels or castors? <i>It is recommended removing these wheels if there is no break mechanism</i>			
Do you have manufacturer's instructions?			
Has the cot been assembled according to the manufacturer's instructions?			
Is the inside of the cot free from foot holds? <i>Example cross bars, horizontal bars or decorative features? This will prevent the child from climbing out</i>			
Is the cot enclosure free from decorative transfers?			
Are all the locking devices on the cot child resistant?			
Do you know the history of this cot?			

I have completed this checklist for the cot

Educator's name:

Signature: Date:



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PORTABLE COT SAFETY CHECK

A Checklist for FDC Educators

Portable cots used in Family Day Care need to meet Australian Standards (AS/NZS 2195-2010). When using a cot, it is important to consider safety above all other factors. The following checklist of cot safety points should be considered to reduce the risk for a baby in your care being injured or dying.

	Yes	No	Not Sure
Does the cot meet Australian Standards AS/NZS 2195-2010? <i>Ensure that you keep written documentation of this</i>			
Is the mattress the right size for the cot?			
Are the locking devices regularly checked to ensure that they have not become loose and are operating properly?			
Are all of the locking devices properly latched before putting a child in the cot?			
Is the cot in good condition with no sharp edges or protruding parts?			
Are the mesh and fabric sides of the cot in good condition?			
Are the fabric or plastic covered rails of the cot in good condition?			
Have all toys been removed from the cot when the child is sleeping?			
Is the frame sturdy? <i>The cot should not collapse when being moved and the bars must not bend The ends and base must feel rigid and not bend when shaken</i>			
Is the inside of the cot free from small openings and/or holes? <i>Openings must be smaller than 5mm or larger than 12mm - this will prevent children's fingers from becoming trapped</i>			
Is the inside of the cot free from foot holds? <i>Example cross bars, horizontal bars or decorative features? This will prevent the child from climbing out.</i>			
Does the cot have wheels or castors on the legs of the cot? <i>If there are wheels, they need to be fitted with a brake to prevent the cot from moving</i>			
Do you have manufacturer's instructions?			
Has the cot been assembled according to the manufacturer's instructions?			

I have completed this checklist for the portable cot

Educator's name:

Signature: Date:



CUMBERLAND
CITY COUNCIL

HOME VISIT - CAUTIONARY NOTICE

Cumberland Council Family Day Care (CCFDC)

Educator's name:

Date and time of home visit:

CCFDC staff member:

Following today's home visit, the following area(s) have been identified as requiring further attention:

.....
.....
.....
.....
.....
.....
.....
.....

I acknowledge that the above requirements have been discussed with me and I understand that they must be completed by:

Signature of educator:..... Date:.....

Signature of CCFDC staff member: Date:.....

<p>Requirements have been completed and checked</p> <p>CCFDC staff member:</p> <p>Signature:.....</p> <p>Date:</p>



CUMBERLAND
CITY COUNCIL

NON COMPLIANCE FOLLOW-UP ADVICE

Cumberland Council Family Day Care (CCFDC)

Educator's name:

Date and time of home visit:

Date and nature of any previous follow up advices / non-compliance:

.....

CCFDC staff member:

The following areas have been identified as requiring further attention:

.....

.....

Policy, Guiding Principle / Regulation / Law applicable:

.....

I acknowledge that the above requirements have been discussed with me and I understand that they need to be completed by:

I acknowledge that a copy of this follow up advice has been given to me

I agree I disagree (if disagree please provide comments):

.....

.....

Signature of educator: Date:

Signature of CCFDC staff member: Date:

Centre Director: Date:

<p>Requirements have been completed and checked</p> <p>CCFDC staff member:</p> <p>Signature:</p> <p>Date:</p>
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CUMBERLAND
CITY COUNCIL

NON-COMPLIANCE ACTION PLAN

Cumberland Council Family Day Care (CCFDC)

Educator's name:.....

Date and time of non-compliance:.....

Date and nature of any previous cautionary notices or follow up advices / non-compliance:

.....

CCFDC staff member:

Nature of this non-compliance:.....

.....

.....

Policy, Guiding Principle/ Regulation / Law applicable:

.....

Action Plan:.....

.....

To be completed by:

I acknowledge that the above requirements have been discussed with me and I understand that I must comply with the above Polices, Guiding Principle / Regulation / Law

I agree I disagree (if disagree please provide comments):

.....

I acknowledge that a copy of this Non-compliance Action Plan has been given to me.

I agree I disagree (if disagree please provide comments):

.....

Signature of educator..... Date.....

Signature of CCFDC staff member Date.....

Signature of Centre Director Date.....

Follow up:

.....



CUMBERLAND CITY COUNCIL

Family Day Care Educator

NOTICE OF RESIGNATION

I,

of

hereby tender my resignation as an educator with Cumberland Council Family Day Care (CCFDC)

with effect from (**Resignation Date**).

I understand I must notify, in writing, that I am no longer registered as an educator with CCFDC and my registration will be cancelled as from the Resignation Date, to:

- Family Day Care Australia; and
- National Insurance Plan or my public liability insurer.

I agree to action the below within **two weeks from the Resignation Date**:

- pay any outstanding money owing to the service
- return all equipment and toys belonging to CCFDC, ensuring that they are clean and in good condition
- return all council's paperwork including the guiding principles, policies and procedure folder, NQF documentation, children's records including enrolment forms, medication forms, accident forms, summative assessments, cancellation of care forms, portfolio release forms, etc.
- return all other CCFDC belongings including advertising signs and flyers, uniform, excursion safety vests, unused receipt books and resource boxes (if applicable)
- remove any website advertising
- return registration and rating certificates

The reason I am leaving CCFDC is

.....
.....

Resigning FDC educator signature:

Date: Contact no.

Acknowledged and received by

CCFDC staff member name:

CCFDC staff member signature:

Date resignation received:

Attached checklist completed:



CUMBERLAND CITY COUNCIL

Family Day Care

RESIGNING EDUCATOR CHECKLIST

Educator's name:

Resignation date: Date items returned:

- Letter of resignation received
- Educator informed their public liability insurer that they are no longer working with CCFDC
- Educator informed notified Family Day Care Australia in writing they are no longer registered as an educator with CCFDC
- Educator has removed any website advertising
- Educator has paid any outstanding money owing to the service

Has the educator returned:

Certificate of Registration	<input type="checkbox"/> Yes <input type="checkbox"/> No
CCFDC rating certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No
Council's guiding principle, policy and procedure folder	<input type="checkbox"/> Yes <input type="checkbox"/> No
National Quality Framework folder containing: <ul style="list-style-type: none"> o National Regulations o National Law o National Quality Standards o Early Years Learning Framework book and resources o My Time Our Place book and resources 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Children's records, including: <ul style="list-style-type: none"> o Enrolment forms o Medication forms o Accident and incident forms o Portfolio release forms o summative assessments o Cancellation of care forms 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Excursion safety vest	<input type="checkbox"/> Yes <input type="checkbox"/> No
Council uniforms	<input type="checkbox"/> Yes <input type="checkbox"/> No
Advertising signs, flyers and any other CCFDC advertising materials	<input type="checkbox"/> Yes <input type="checkbox"/> No
CCFDC equipment and toys	<input type="checkbox"/> Yes <input type="checkbox"/> No
CCFDC business cards	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Unused receipt books	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Resource boxes, if any	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Other things returned:

Educator's signature:

CCFDC staff signature: