

# Familyday care governance, leadership and staffing policy

This is a mandated policy under the operational policy framework. Any edits to this policy must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

## Overview





Revision record.....17.....

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- x Quality Area 7 Governance and Leadership
- x Quality Area 4 Staffing



## Financial and risk management

The department must comply with a range of financial management legislation standards and guidelines to manage income, expenditure, assets and liabilities

As an approved provider, the department ensures that each of its registered educators has the required public liability insurance.

## Staffing

Consistent with our philosophy and code of conduct the department is committed to creating and

maintaining a safe and secure environment for all children and young people in the care of the department.



## Educational leaders

The National Law requires that an approved provider of an education and care service must, in writing, appoint a suitably qualified and experienced educator, coordinator or other individual as educational leader at the service to lead the development and implementation of educational programs in the service. The department complies with this requirement and additionally requires that its educational leaders have, as a minimum, an approved Diploma level education and care qualification.

## Coordinators

Coordinators are responsible to ensure that each educator is adequately monitored and supported. Coordinators must hold an approved diploma level education and care qualification and satisfy the department's WWCC requirements. Consistent with the National Law the department requires coordinators to hold first aid qualifications.

## Educators

To become an educator a person must apply to be registered with the department's FDC service. The department must ensure the applicant is fit and proper to deliver a quality program that meets the health, safety, developmental and wellbeing needs of children. Applicants demonstrate their fitness and propriety by meeting a range of statutory and policy requirements including a WWCC line with the Department Screening and Suitability Child Safety Policy and Screening and Suitability Child Safety Procedure. Educators must hold an approved certificate level education and care qualification, have a current approved first aid certificate and have completed approved anaphylaxis and emergency asthma management training to be registered. Educators must also hold a Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN) certificate. All adults over 18 years of age residing on the premises must be fit and proper to be in the company of children.

Individuals must participate in the prospective educator registration process prior to being registered as a FDC educator. The registration process will be determined by the individual's suitability, experience, skills, knowledge, qualifications. Site (F)-1 (7if)(l)-6.9[(In)n5[4.8 (o)- (lif)-1.1 (ic)2D-0.6 (d)-0.6 ( e)0.8 (x)-4.tr(v)-2 [(c67(s r

## Volunteers and students

The department value the important role of students on work experience placements to build expertise in our early childhood education and care workforce. They are provided with the necessary training, support and supervision to ensure they are familiar with our policies, procedures and operational guidelines. An educator can host a student on placement where the student's study is related to an approved early childhood education and care program. For more information, please contact the Department of Education and Training on 1300 30 30 00 or visit [www.education.vic.gov.au](https://www.education.vic.gov.au).

## Staffing arrangements to meet the needs of children, families and educators

The continuity and strength of educator relationships with children and their families is a unique feature of family day care that supports children's attachment, confidence and development.

### Ratios

Research confirms that number of children educated and cared for by an educator at one time and the number of educators that one coordinator supports is vital to providing quality education and care for children and is a pillar of the NQF.

The National Law prescribes the number of children able to be educated and cared for by an educator at one time at a FDC premises, and the number of educators that one coordinator can support.

#### Educators to Children

- x 1:7 educator to child ratio
- x maximum of four children preschool age or under
- x ratio includes the educator's own children younger than 13 years of age if there is no other adult to care for them.

In the event of exceptional circumstances the department may approve, in writing, a family day care educator to educate and care for more than 7 children.

### Coordinators to educators

The National Law prescribes a minimum of one full time coordinator to support 25 educators. In the interests of quality and to support the state-wide nature of our FDC service the department exceeds the minimum coordinator to educator ratio requirement

The department seeks to maximise the benefits of relationships between coordinators and educators and between educators, children and families, the way in which the department place children with educators, allocate coordinator support to educators and have processes in the event of educator illness or leave.

### Concerns and complaints

The principles that guide the management of concerns and complaints are:

- x the safety and wellbeing of children and young people is the department's first priority
- x families, educators, staff and members of the community have the right to raise concerns and complaints about the d



# Roles and responsibilities

## The department

The department provides leadership and management to early years through a structure that clearly defines roles and responsibilities and levels of decision making in accordance with the National Law.

This policy supports the legislated responsibilities detailed in the National Law and Regulations such as the statutory positions of approved provider, responsible person, nominated supervisor, educational leader, persons delegated in day-to-day charge, coordinator, educator, and educator assistant.

## Head, Office for the Early Years

Delegate under the National Law as the Approved provider representative elected as the Responsible person management or control (PMC) of the FDC services

Ensure the safety, health and wellbeing of the children attending our family day care services

Promot



# Coordinator

Monitor

# Definitions

## governance

The systems in place to support the effective management and operation of the service, considering all relevant legislative requirements and policy direction.

## service philosophy

A statement from the approved provider that outlines the purpose and principles under which the service operates.

# Supporting information

[Being, Belonging and Becoming Early Years Learning Framework](#)

[Guide to the NQF](#)

[My Time Our Place: Framework for School Age Care](#)

[National Quality Standard](#)

## Related legislation

[Education and Early Childhood Services \(Registration and Standards\) Act 2011, Schedule 1, Education and Care services National Law, \(South Australia\)](#)

[Education and Care Services National Regulations](#)

Family Assistance Law is a broad term that encompasses the following legislation:

- x [A New Tax System \(Family Assistance\) Act 1999](#)
- x [A New Tax System \(Family Assistance\) \(Administration\) Act 1999](#)
- x [Child Care Subsidy Minister's Rules 2017](#) (Minister's Rules)
- x [Child Care Subsidy Secretary's Rules 2017](#) (Secretary's Rules)
- x Any other instruments (including regulations) made under the [A New Tax System \(Family Assistance\) Act 1999](#) and the [A New Tax System \(Family Assistance\) \(Administration\) Act 1999](#)
- x Schedules 5 and 6 to the



[Family day care programming, physical environment and relationships policy](#)

[Management of complaints, incidents and non-compliance in family day care and out-of-home care program procedure](#)

[Complaint management policy](#)

[Safeguarding children and young people policy](#)

[South Australian Information Sharing Guidelines for promoting safety and wellbeing](#)

[Financial management and compliance framework](#)

[SA Treasurer's Instructions](#)

## Related operational guides

[Approved numbers of children in care](#)

Assessment and registration of family day care educators (under development)

Educator assistants (under development)

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Approved by: Head, Office for the Early Years  
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## Contact

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