

Educator Assistant

Introduction and Purpose

To promote the provision of continuous education and care an Educator Assistant may be engaged subject to the conditions as outlined the Education and Care Services National Regulations.

Procedure

Family Day Care Educator Assistant Terms of Use

Education and Care Services National Regulations 144 Family day care Educator Assistant

- (1) For the purposes of section 164A(1) and (2) of the Law, a person other than a family day care educator may educate and care for a child as part of a family day care service if—
- the person is a family day care educator assistant approved under subregulation (2); and
 - the person provides education and care in the circumstances set out in subregulation (4).
- (2) An approved provider of a family day care service may approve a person as a family day care educator assistant to assist a family day care educator in providing education and care to children as part of the family day care service.
- (3) An approved provider must not approve a person under subregulation (2) unless the family day care educator provides the written consent of a parent of each child being educated and cared for by the educator to the use of the family day care educator assistant in the circumstances set out in subregulation (4).
- (4) An approved family day care educator assistant may assist the family day care educator—
- in the absence of the family day care educator, to transport a child between the family day care residence or approved family day care venue and—
 - a school; or
 - another education and care service or children’s service; or
 - the child’s home; or
 - in the absence of the family day care educator, in emergency situations, including when the educator requires urgent medical care or treatment; or
 - in the absence of the family day care educator, to enable the educator to attend an appointment (other than a regular appointment) in unforeseen or exceptional circumstances, if—
 - the absence is for less than 4 hours; and
 - the approved provider of the family day care service has approved that absence; and
 - notice of that absence has been given to the parents of the child; or
 - while the educator is educating and caring for children as part of the family day care service.

(See Educator and Staff Recruitment Policy for Educator Assistant selection criteria.)

Additional Information

Subject to the above regulation, an Educator / Educator Assistant can work jointly or independently of each other under the same Family Day Care residence, caring for a maximum of seven children under 13 years of age (including their own children) at any one time, with no more than 4 children under school age.

Responsibilities

Educator of the Registered Residence

- Seek permission from the Approved Service to engage an Educator Assistant before every occasion.
- Discuss with parents the use of an Educator Assistant and obtain written permission. Provide written permission to the Approve Service.
- Familiarise the Educator Assistant with the children and the location including, but not limited to, the following:
 - First Aid Kit.
 - Telephone.
 - Fire extinguisher and blanket.
 - Evacuation plan and exits.
 - Emergency and parent contact numbers.
 - Children with medical or additional needs and their requirements.
 - Location of children’s belongings and the children’s overall needs.

- Any other equipment or resources necessary for the operation of the service.
- Routine, care and cleaning requirements including daily checklists.
- Discuss program and facilitation.
- Attendance records remain the responsibility of the Educator submitting attendance records to the Approved Service.
- The Educator is responsible for paying the Educator Assistant, at the rate agreed between the Educator and the Educator Assistant, for the agreed booked hours (subject to Regulation). The Educator Assistant is a self-employed contractor and will provide a receipt to the Educator.
- Provide 24 hours' notice to the Educator Assistant to cancel the agreed booked hours. If less than 24 hours' notice is given, the Educator is liable to pay the Educator Assistant's fee.
- The Educator Assistant is not an employee of the Educator. If the Educator is deemed to have engaged the Educator Assistant in an employment arrangement, the Educator is then responsible for all liabilities of an employer. The Approved Service does not take any responsibility for the agreement made between Educator and Educator Assistant. The Approved Service advises for Educators and Educator Assistants to seek independent advice from relevant qualified professionals.
- When an Educator Assistant is engaged to work, side by side the Educator, without having sole supervision or responsibility for children in care then the Educator Assistant is to be named on the Educators Public Liability insurance.

Educator Assistant

- Be familiar with the children and the location including, but not limited to, the following:
 - First Aid Kit.
 - Telephone.
 - Fire extinguisher and blanket.
 - Evacuation plan and exits.
 - Emergency and parent contact numbers.
 - Children with medical or additional needs and their requirements.
 - Location of children's belongings and the children's overall needs.
 - Any other equipment or resources necessary for the operation of the service.
 - Routine, care and cleaning requirements including daily checklists.
 - Discuss program and facilitation.
- Where possible the typical routine should be facilitated to maintain continuity for children.
- Maintain all documentation requirements including, but not limited to, attendance records.
- An Educator Assistant is a self-employed contractor and is therefore not an employee of the Approved Provider or its representative, the Approved Service or the Educator.
- The Educator Assistant will arrange payment from the Educator and issue them a receipt.

Approved Service

- The Approved Service is responsible for keeping a register of each Educator Assistant, as per regulation, and ensure they have appropriate qualifications.

Reference/Source

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011. Regulation 119, 123A, 124, 127, 136, 144, 153, 163, 169.

National Quality Standard for Early Childhood Education and Care and School Age Care. Quality Area 4 & 7.