



Shoalhaven Family Day Care Prospective Educator Handbook

Are you passionate about working with children?
Want to play a part in shaping their futures while
running your own business?

For a flexible and rewarding career in early education,
family day care is a perfect choice.



Shoalhave
City Council

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Shoalhaven Family Day Care acknowledges the Dhurga and Dharawal language speaking peoples as the Traditional Owners of this beautiful land on which we live, learn, work and play. We celebrate their enduring knowledge and connection to lands, waters and communities. We honour the wisdom of and pay our respect to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

Shoalhaven Family Day Care

Staff Member	Position Title	Qualifications
Darlene Musgrove	Nominated Supervisor	<ul style="list-style-type: none"> Diploma of Teaching & Bachelor of Education Early Childhood Education, Macquarie University Certificate IV in Assessment & Workplace Training
Debbie Bennett	Child Development Co-ordinator	<ul style="list-style-type: none"> Diploma of Teaching – Sydney College of Advanced Education, Waverley Teachers Certificate – NSW Department of Education Cert IV Training & Assessment
Julie Hunter	Educational Leader/ Child Development Co-ordinator	<ul style="list-style-type: none"> Bachelor of Teaching (Birth to Five Years) Charles Sturt University Bathurst Cert IV Training & Assessment
Catharina Rosato	Child Development Co-ordinator	<ul style="list-style-type: none"> Diploma of Children’s Services Bachelor of Early Childhood Studies
Anna Coombs	Administration Assistant	<ul style="list-style-type: none"> Certificate IV Business Management Certificate II Business Administration Certificate III Early Childhood Education

Licensee: Shoalhaven City Council

ABN: 59855182344

Service Approval: SE-00008987 **Service Provider Number:** 555 002 458L

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What is Family Day Care?

Family day care is flexible education and care for children aged from 0 to 12 years, operated by a registered educator in their own home. An alternative option to larger childcare centres, family day care services are unique, flexible, and personalised.

Many people prefer family day care services for the value they represent; having a dedicated educator working with a small number of children means they can deliver a higher standard of education at an affordable price. Attending a family day care service helps children to develop a sense of belonging and allows them to feel comfortable and confident in their environment. It also helps them to build strong links with the community and learn about local culture.

In family day care you'll care for a maximum of seven children at any one time, giving you the opportunity to build strong partnerships with parents and provide an excellent, personalised service for a small group of children you know well. You'll also have the opportunity to create engaging learning environments and change your daily routines to reflect the needs and interests of the children in your care.

Family day care services operate under the same government framework as all other forms of childcare, including centre-based care. As a family day care educator with Shoalhaven Family Day Care, you'll have access to training, resources and support from our experienced staff. Shoalhaven Family Day Care staff will assist you to set up your business and provide you with ongoing professional advice, continuing support, and regular visits.



Family Day Care and Your Family

Your family is about to go on an exciting new adventure with you and will all need to play a role in welcoming other children and families into their home. It is important to maintain good communication with your family, making time to discuss and reflect on any issues, concerns or ideas that arise.

Making your family a part of your business and encouraging all members of your family to have positive interactions with the children and parents who are coming into your home helps children and families to feel welcome.

The way that your family interacts with your clients can have an impact on attracting and retaining business.

Your family members can be present during your hours of operation; for example, during school drop off and pick up, school holidays, visits, or days off. If you have your own children who will be in your care during your hours of operation, they will be included in your ratio.

Discussing family day care with your family before you start running your business from home is important. We've put together a list of things to discuss and plan with your family to help everyone to participate in setting boundaries and expectations.

Points to consider

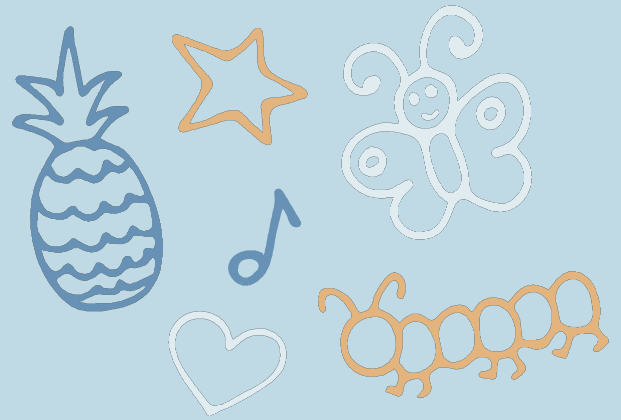
- What changes will you and your family need to make for you to run a family day care business?
- Will you need to change some of your commitments, e.g. committee meetings, sporting commitments, appointments?
- When will you do your grocery shopping?
- How will you include time for yourself?
- If you will be doing school pickups and drop-offs, can you walk there? Do you need a larger vehicle?
- How will your home operate as a family

day care business? Do you have a place for children to sleep and rest? Will you have one toilet/bathroom for your family and one for the children, or will this be shared?

- Will your own children's bedrooms or resources be used by your family day care business? Will they be off limits? How will you explain resources and equipment to your children?
- How will you ensure that your family's privacy is respected?
- How will you maintain a good work/life balance while working from home?
- What are the risks in your home? You'll need to ensure your environment is free from hazards to keep the children safe.

Things to discuss with your family

- Ask your family how they feel about you running your own business from home. Talk about what roles they can play and how they can make other children and families feel welcome.
- Make sure they understand that, even though you will be working from home, you will have opening and closing times and will be working during that time. As long as you have children present and, in your care, you will be working and are responsible for these children. There may be some things that you do for your family that will now need to be done before or after your work hours.
- Help your family understand and respect your role as an educator. Explain the



policies and procedures you must follow, and the responsibilities involved with the role. Running a family day care business is a hands-on job and can involve working long hours so it's important that you get their full support. Understanding the importance of leaving you with parents in case they need to discuss sensitive or confidential information when they arrive in the morning or leave at the end of the day is also important.

- Ask for your family's help to keep your home environment free from hazards. It is important that your family members and visitors are aware of the policies and procedures that must be followed; for example, that dangerous equipment is stored away in a lockable shed or cupboard, and that dangerous substances are locked away at all times.
- If a phone call or message is taken by another member of the household, make sure that they understand that it is your responsibility as an educator to handle any requests or complaints. Ask them to politely take a message and get back to them as soon as possible.
- Every child in your care must be treated with respect and equality by all members of your family. We encourage all members of your household to interact positively with the children, but make sure that they understand that it is your responsibility to care for the children (for example, nappy changes, feeding, delivering activities and supervising).

Things to discuss with your family

It is important family members:

- Abide by all service policies, regulations, and laws
- Interact positively and respectfully with all children and their families
- Maintain home safety / licensing standards according to regulations and policy e.g. Maintaining locks on cupboards, keeping gates locked, ensuring poisonous substances are secure and out of reach
- Do not assist with toileting, bathing, nappy changing and dressing
- Support the maintenance of a culturally safe and secure environment at all times
- Sign the Adult Household Member Statement of Understanding form
- Provide a current working with children check – free for all adult residents of the property



Becoming a Family Day Care Educator

Shoalhaven Family Day Care is sponsored by Shoalhaven City Council and licensed by the Department of Education and Communities. All educators are required to comply with and work under the Education and Care Services National Law Application Bill 2010, the Education and Care Services National Regulations and the National Quality Standards.

Educators are required to sign an annual Educator agreement to abide by all relevant legislation, service policies and philosophy.

Educators are licensed to care for up to four pre-school aged children and up to seven children including school aged children.

- Shoalhaven Family Day Care is committed to child safety. As a family day care educator it is expected that you will create a child safe culture in your service and act to put the interests of children first, to keep them safe from harm.

What you need

Family day care educators are dedicated and reliable and are willing to learn new skills and take on challenges. You'll need to be able to adapt to different people, cultures and lifestyles, be an active participant in the environment and, most importantly, be highly motivated and have empathy and warmth when dealing with children.

- You will need to be at least 21 year of age
- Under the National Quality Framework all Family Day Care Educators are required to hold an approved Certificate III qualification or higher such as a Diploma of Children's Services or Early Childhood degree.

1. Prior to registration you will need to provide us with:

- A current approved first aid certificate (Including current CPR)
 - Current approved anaphylaxis management training
 - Current approved emergency asthma management training
 - A valid Working with Children Check for paid employment
 - A National Police Clearance Check which is no more than 6 months old
 - A medical clearance
 - Public liability insurance
 - The names of two work-related referees
 - An ABN and CRN
 - PRODA registration number
- You will need to have an assessment of your home as a suitable care environment completed by the staff at the Family Day Care Coordination Unit
 - Under the State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017 if a home is classed as being in Bushfire Prone land, you will need to apply for consent to operate by lodging a Development Application (DA) or Complying Development Certificate (CDC) with Council. To check if your home is zoned as Bushfire Prone Land you can access the link on the Shoalhaven City Council website.
 - Shoalhaven Family Day Care will provide prospective Educators with information to obtain any or all of the above



2. Once an application is received by the Coordination Unit recruitment of Educators involves an initial walkthrough of your home to deem if it is suitable to meet our service requirements and to discuss any changes you may have to make.

If considered suitable, applicants may be invited to an interview which will be conducted by two staff and reference checks will be completed. Applicants who are successful at interview will be invited to participate in our training which is predominantly done through self-paced modules.

Initial training is provided on a variety of topics including:

- About Family Day Care
- National Quality Framework
- Legal Responsibilities
- Effective Communication & Relationships
- Administration
- Business Practices
- Inclusive Practices
- Child Protection
- Work Health & Safety
- Health & Hygiene
- Children's Play & Learning
- Children's Development & Behaviour
- Formal Qualifications, Professional Development & Practical Experience

All resources to complete the training are provided including access to online workbooks.

There is a cost for this initial training, which is required to be paid prior to training. Please ask the Coordination Unit for current costs.

Shoalhaven Family Day Care requires all prospective Educators to complete this training prior to registration as an Educator with our service. This is so we can meet our professional and legal responsibilities to ensure every Educator is armed with current information and understanding required to meet their professional and legal responsibilities. Experienced Educators may be entitled to recognition of prior learning on some modules, and this will be determined after interview.

Further training is provided on a regular basis on a variety of topics and Educators are expected to attend these training sessions.

Prospective Educators will also be encouraged to visit an existing Educator. This is a great opportunity to ask questions and begin to form professional relationships with your peers. In addition, we recommend educators attend a play session if possible.

Your Responsibilities as an Educator

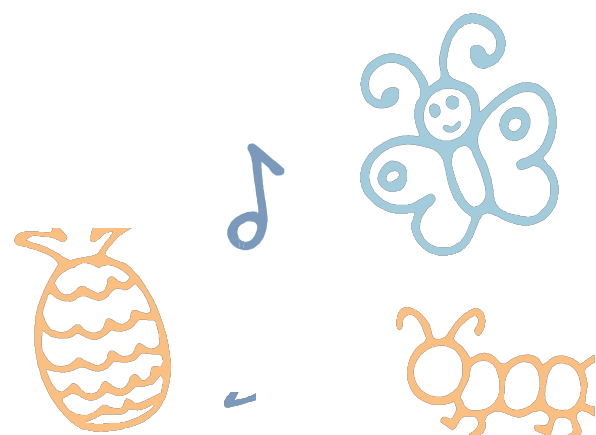
1. Effectively supervise the children in your care at all times
2. Provide a safe, clean environment including resources and equipment that meet Australian standards and are in good condition
3. Plan and implement developmentally appropriate experiences and learning opportunities that cater for children's interests and needs
4. Assess and observe each child on a regular basis and complete learning stories, developmental checklists and summative assessments on the children enrolled in your service, in consultation with their families
5. Maintain accurate records, and complete any necessary forms as outlined in Shoalhaven Family Day Care policies and procedures
6. Provide children with opportunities for adequate rest times
7. Promote open communication with families to build partnerships, ensuring that you provide detailed information about daily events such as sleeping, eating and toileting, and complete any daily paperwork
8. Interact with children in a playful and positive manner, maintaining respect at all times
9. Maintain current professional knowledge and stay abreast of industry change, policy and procedure

Policies and Procedures

Shoalhaven Family Day Care has developed a policy and procedure manual that reflects Australian law and the national education and care regulations. These policies and procedures detail your roles and responsibilities as an educator to ensure the health, safety and wellbeing of children at all times.

During your induction process, our staff will discuss these policies with you and ensure that you understand your obligations as a Shoalhaven Family Day Care Educator. We will provide you with a copy of the policies and procedures on a USB that you will need to maintain easy access to in your Service.

Our policies and procedures are reviewed regularly, and we welcome input from educators and families. We believe that this is a vital part of the continuous improvement of our service.



What is the Role of the Co-ordination Unit?

The Co-ordination Unit is locally based, recruits Educators and provides ongoing support, training, monitoring and resources to support the quality care and education of children.

What you can expect from us

- Clear guidelines on our expectations of you, and your obligations as an educator
- A comprehensive registration and induction process and resources to assist you to establish your family day care
- Professional resources and training on a variety of Early Childhood education and care related topics such as Regulations, standards, child protection, risk assessment in your home and on outings, and child development
- Ongoing support through emails, phone calls, and visits
- Support and assistance with environments, practices, experiences and everyday routines that encourage each child's development, learning and wellbeing
- Guidance, support and feedback to help you meet the National Quality Standards and maintain compliance
- Advice and support on managing a family day care business, including compliance, family interviews, administration, fee calculations, and issues relating to children's learning and development
- Advice and support on changes to law and regulations
- Advice on current education and care practices and learning frameworks
- Guidance on recording and monitoring children's development and progress
- Promotion of family day care in your community and building of community relationships
- Support and guidance with marketing and advertising
- Referrals from families looking for care and support enrolling children in care
- Regular home visits (both announced and unannounced)
- Access to professional development opportunities
- Support for children with additional needs.
- Timely processing of time sheets
- Processing the Child Care Subsidy (CCS) portion of fees and depositing of money directly into Educators bank accounts
 - Support with play sessions at the Coordination Unit and support of Educators participating in community-run play sessions



Environments

Looking at areas in your home environment and thinking about how you will set them up for your family day care business is very exciting. You will need to consider your indoor and outdoor environments and may need to purchase additional equipment and resources. You will also need to ensure that your spaces are clean and hygienic, comfortable, safe and secure.

Here are some things you'll need to consider:

- What entrance and exit will your families use?
- Where will your parents/sign in area be? There are a few documents that you will need to display in this area, so you'll need some wall space and a surface.
- Will you use a separate room for sleep and rest? Will you have a playroom? Will you use all of your home, or will you keep some rooms off limits?
- Which toilet will you use? Does it have hand washing facilities?
- Do you have laundry facilities?
- Which areas will you choose to set up your outdoor environments?
- Is your outdoor area fenced appropriately? Does it have a lockable gate?
- Do you have safety glass in your home?

Equipment and resources

All forms and paperwork necessary to conduct a Family Day Care business are supplied by the Co-ordination Unit.

You may need to purchase child-sized tables, chairs, shelving, age-appropriate toys and learning materials, bedding, car restraints and even office equipment.

All equipment and furniture used in providing the education and care service needs to be safe, clean and in good repair. There needs to be sufficient furniture, materials, and developmentally appropriate equipment suitable for the education and care of children in care.

All equipment used should meet Australian / New Zealand Standards. Proof or documentation will be required to verify cots, portable cots prams and highchairs meet Australian / New Zealand Standards.

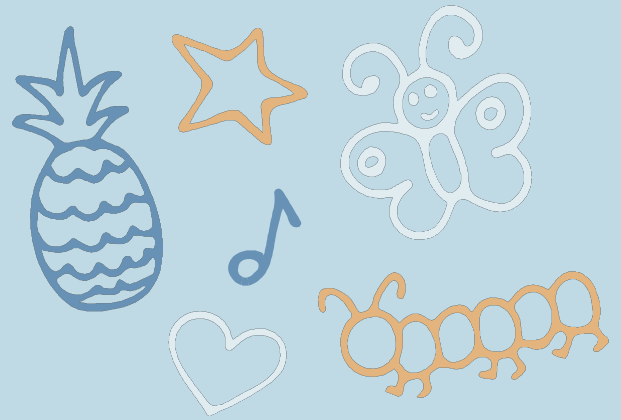
Children's safety

You are responsible for the safety of the children in your care. It is your legal and ethical obligation to ensure that children are supervised at all times, and do not have access to hazardous materials.

Ongoing safety audits, risk assessments, daily scanning of your indoor and outdoor environment, upgrading equipment and toys, and reminding family members to remove potential hazards must become standard practice.

Children have a right to a safe care environment that is:

- Clean and hygienic
- Has adequate safe space for indoor and outdoor play
- Comfortable with adequate light and ventilation
- Safe and secure with barriers to reduce access to roads, bodies of water and pets



Indoor environments

All equipment must meet Australian standards. In addition, children must not have access to:

- Hazardous materials (i.e. detergents, chemicals, medication, sharp objects such as knives and razors, plastic bags, glassware)
- Any glass (indoors or outdoors) under one meter in height that isn't safety filmed or safety glass
- Hot water
- Electrical appliances or equipment, including power points, dangling cords, hairdryers and kettles
- Heaters with exposed elements, open fireplaces, slow combustion stoves
- Pedestal or ceiling fans (bladeless fans acceptable)
- Alcohol, matches, lighters, cigarettes and ashtrays
- Poisonous indoor plants
- Hazardous exercise equipment
- Stairs
- Firearms, weapons or ammunition
- Pets, their food and water bowls and bedding
- Blind cords, or hanging cords or strings from curtains
- Any equipment that doesn't meet Australian standards

Outdoor environments

Your outdoor area must meet the Australian playground standards. Additionally, your outdoor area must have:

- Appropriate fencing that prevents children from accessing the road, swimming pools, ponds or spas. Any fence or barrier needs to be of a height and design that children pre-school age or under cannot go through, over or under it
- A separate area for pets (including their bedding and food/water bowls)
- Locks on any garages, sheds and gates leading to the road
- Tools, garden equipment and chemicals inaccessible to children
- Trailers and caravans inaccessible to children
- Poisonous plants removed or inaccessible to children

Running a Family Day Care Business

Becoming a Shoalhaven Family Day Care educator is a great opportunity to start your own business while receiving support and guidance from a dedicated, experienced team.

Having a realistic expectation of the work and costs involved in setting up your family day care business and understanding how the business can affect other members of your family before you make the commitment will help you to succeed.

Setting up your own business means that you need to be organised, committed and professional at all times. As a small business owner, you will be responsible for every aspect of your family day care service, from managing your own income and expenses, bookkeeping, accounts and tax returns, right down to your own marketing. Speaking with an accountant about your existing financial obligations can help you decide if family day care is the right decision for you.

Professionalism

It is very important to promote yourself and your business in a professional manner. This will be reflected in the way that you:

- Answer and speak on the phone
- Handle any enquiries or complaints
- Present your environment (having a high standard of cleanliness and following strict hygiene practices is essential)
- Set up your home environment - this is a chance to be creative, demonstrate commitment and show families what you can do
- Write emails, complete documentation, present portfolios and communicate with families

Opening hours

Family day care educators are self-employed, which means that you will determine your own hours. For an effective family day care business, we strongly recommend operating for at least 8 core hours per day for a minimum of four days per week.

Some Educators are willing to work during the evening, while others open their service early in the morning to cater for parents who start work early. Generally, the more flexible an Educator can be regarding hours of operation, the greater the income generated.

Marketing

What will you need to effectively market your business? Some educators promote their business with a sign outside their house or magnets on their car. Some use their own uniforms. Some use social media. You may want to develop your own logo, a brochure, flyers, or other marketing material to get your name out into the community.

Confidentiality

Maintaining confidentiality is essential part of becoming a successful educator. You must be discrete and protect the confidentiality of the children and families who use your service. You must also protect your own family's right to confidentiality and be mindful of discussions and storage of confidential documents.

Administration Levy

Each Educator is charged and receipted a weekly rate as an Administration charge. Each child in care is charged an hourly rate in an Administration charge. This money is used to support the Co-ordination Unit.

Current fees can be found on Shoalhaven City Councils web site: shoalhaven.nsw.gov.au

Fees

You'll set your own fees in collaboration with Shoalhaven Family Day Care, based on your qualifications, experience and length of operation. Shoalhaven City Council sets a parameter for an hourly rate educators can charge for care per child which is between \$8 and \$20 per hour. You can set your hourly fee within this parameter.

Most families using Family Day Care are eligible for Child Care Subsidy. This means the Federal Government pays a proportion of the cost of care and families pay the balance directly to the Educator.

The Co-ordination Unit processes the CCS portion of fees and deposits money directly into Educators bank accounts.

In order for CCS to be payable, there must be a direct commercial relationship between the family that is paying for the care and the service that is providing it.

The fee your service charges a family must be a real fee – that is, it must be the fee that the family is liable to pay. As an Educator, you must not provide care and report a fee to the service that you know the family won't actually be charged.

During training you will be provided more information on current legislation in relation to fees and tools to assist you.

Shoalhaven Family Day Care Philosophy

Shoalhaven Family Day Care is committed to providing a high-quality education and care service that meets the needs of the community, families and children in a home-based environment.

Our philosophy is a clear statement of our values and beliefs and guides all aspects of our service's operations. Our philosophy should be seen, heard and felt across our family day care service.

In relation to children:

- We believe in actively promoting the dignity and rights of all children within our care.
- We believe all children have a right to safety and protection from harm. We provide children with a safe environment at all times, meeting all obligations under relevant laws and regulations, and implementing quality practices that align with the National Quality Standard and Child Safe Standards.
- We believe that when children feel a sense of belonging, they develop confidence and self-identity, so we give priority to nurturing secure and respectful relationships with children and we create environments where children feel safe and welcomed.
- We recognise that children have a right to make choices and decisions and are capable of initiating their own learning. We value the importance of children's voices and listen to and respect children's ideas. We let children know their thoughts and opinions matter.
- We believe Childhood is a time of increasing independence. We promote each child's agency, and we support each child's growing competence, confidence and independence.
- We believe children need to be supported with transitions, so we assist children to negotiate changes and make transitions to new settings, including school. We support children through these transitions by building on prior and current experiences to help them feel secure, confident and connected, and to ensure continuity of learning.
- We believe in building children's cultural competence. We use positive language to promote and celebrate differences and similarities and support children to respond to diversity with respect.

In relation to families and community:

- We acknowledge the traditional owners of Country on which we live, work and play and recognise the continuing connection to lands, waters and communities. We support the inclusion of Aboriginal children and families in our service and aim to create a welcoming, culturally safe environment where cultural connection and a sense of belonging is fostered. We seek opportunities to embed Aboriginal perspectives in the curriculum and strive to develop meaningful relationships with our local Aboriginal community.
- We believe partnerships between educators and families are essential. We encourage open communication, active participation and shared decision making. Families have opportunities to be involved in the service and contribute to service decisions. Families are supported in their parenting role; and their values and beliefs about child rearing are respected.
- We value the importance the community plays in the lives of young children. We recognise the rich learning opportunities provided by excursions and incursions that support children to develop connections with the community and enhance their role as active citizens.
- We support access, inclusion and participation of all children from diverse backgrounds and capabilities in our service.
- We believe that family day care plays a unique and important role in our community, and we work to promote community understanding and appreciation of our service, strengthen local connections and build community partnerships whilst maintaining a service which is characterised by collaboration, integrity, adaptability, respect and professionalism, consistent with the values of Shoalhaven City Council.

In relation to the environment:

- We believe the environment is the 'third teacher' and physical spaces hold the potential to influence what and how children learn. We believe the physical environment should be engaging, empowering and respectful of children's emerging skills and competencies, inclusive and accessible, encouraging of collaboration and investigation, and supportive of nature.
- We believe children can be active participants in sustainability and inspire social change, so we stimulate children's understanding and respect of the environment and sustainable practices and encourage children to become environmentally responsible.

- We believe that outdoor nature play is fundamental to expanding children's natural wonder, imagination and curiosity. We ensure children have the opportunity to explore and experience the natural environment, to connect to, and learn about, the natural environment and to engage in outdoor risky play in a planned and supported approach.

In relation to the educational program:

- We believe in the National Learning Frameworks and uphold the ideologies of Belonging, Being and Becoming as a way to create and implement holistic approaches towards children's learning.
- We value the importance of play in a child's life; and acknowledge that play provides opportunities for children to learn as they discover, create, improvise and imagine. We believe play can expand children's thinking and enhance their desire to know and to learn so we create supportive learning environments that sustain children's play.
- We believe that children learn through planned and spontaneous experiences. We actively and intentionally promote children's learning through challenging experiences and interactions that foster high-level thinking skills. We use strategies to extend children's learning such as modelling, open questioning, explaining and engaging in shared thinking and problem solving. We respond to children's ideas and play and build on their strengths, skills and knowledge to ensure their motivation and engagement in learning. We appreciate the spontaneous moments that educators nurture each day and use these to understand the children on a deeper level. We believe that it is these 'moments' that help shape our program and offer children meaningful learning experiences.
- We understand that all children demonstrate their learning in different ways, and we take this into consideration as we plan activities and experiences to promote children's learning towards the Learning Outcomes. We support the diverse interests, preferences and learning styles of all children in the service.
- We draw upon a range of perspectives, early childhood theories and pedagogy to challenge our thinking about how children learn and develop and how we teach.
- We recognise the importance of documenting children's learning and progress towards the Learning Outcomes. We make learning visible to children, educators and families in a clear and relevant manner.

In relation to organisational culture and professional learning

- We believe critical reflection provides a framework to think differently about working through various issues and obstacles and helps us make purposeful changes to practice. We examine what happens in our Service and reflect on what we might change to encourage continuous improvement across all aspects of the service.
- We continually seek ways to build our professional knowledge. We strive to build an environment that fosters staff motivation, recognition, performance improvement and career development.
- We communicate respectfully with each other, and we work collaboratively with mutual respect, equity and fairness. We challenge and learn from each other, recognising each other's strengths and skills to help nurture constructive professional relationships.
- We believe governance provides leadership and direction to the service and we work with Regulatory and Management systems, procedures and processes to ensure the service operates effectively and ethically.
- We utilise the Early Childhood Australia Code of Ethics as an aspirational document; as the basis for critical reflection, a guide for professional behaviour, and to inform individual and collective decision-making. We understand what is appropriate and expected behaviour of early childhood professionals and speak out or take action in the presence of unethical practice as our professional responsibility.

Child Safe Standards

Shoalhaven Family Day Care prioritises child safety. We drive a child safe culture, adopt strategies and act to put the interests of children first, to keep them safe from harm. Our policies and procedures are informed by best practice, relevant legislation and document how our Service is child safe. It is essential that all educators registered with Shoalhaven Family Day Care share our Service commitment to implementing the Child Safe Standards.

Shoalhaven Family Day Care
is committed to implementing the Child Safe Standards.

STANDARD 1
Child safety is embedded in organisational leadership, governance and culture

STANDARD 2
Children participate in decisions affecting them and are taken seriously

STANDARD 3
Families and communities are informed and involved

STANDARD 4
Equity is upheld and diverse needs are taken into account

STANDARD 5
People working with children are suitable and supported

STANDARD 6
Processes to respond to complaints of child abuse are child focused

STANDARD 7
Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training

STANDARD 8
Physical and online environments minimise the opportunity for abuse to occur

STANDARD 9
Implementation of the Child Safe Standards is continuously reviewed and improved

STANDARD 10
Policies and procedures document how the organisation is child safe

For more information on the Child Safe Standards visit www.kidsguardian.nsw.gov.au

NSW GOVERNMENT | Office of the Children's Guardian

All educators must:

- have a verified Working With Children Check (WWCC)
- receive an induction that includes information on:
 - children’s rights
 - respect for children
 - code of conduct
 - child safe policies and procedures
 - strategies that identify, assess and minimise risks to children
 - how to respond to a disclosure from a child
 - complaints processes (including complaints about behaviour towards children)
 - reporting obligations (including mandatory reporting).
- undertake regular mandatory reporting and child safe practice refreshers to ensure they understand their obligations.
- are supported by the Coordination Unit to build their awareness of child safety and to remain up to date with legislative changes relating to child protection
- identify and minimize risks to children in physical and online environments through regular risk assessments
- are supported by the Coordination Unit to continuously improve their child safe practices

Shoalhaven Family Day Care receives Federal Government Funding and is licensed by the Department of Human Services.

Co-ordination Unit Nowra

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