

# FAMILY DAY CARE AUSTRALIA

## CHECKPOINT SERIES

# EDUCATOR ASSISTANT AND RELIEF CARE

The approved provider of a family day care service may approve a person to assist a family day care educator in providing education and care to children as a part of the family day care service under specified circumstances.<sup>1</sup>

Furthermore, the approved provider must not approve a person as an educator assistant unless there is written consent of a parent of each child being educated and cared for.

Where circumstances sit outside of the role of an educator assistant, such as extended leave or sick days, then relief care may be an option. Relief educators would need to meet all the requirements of a standard family day care educator.

## Key Points

- There will be a variety of situations that can affect the availability of a service provided by a family day care educator. An educator assistant can be utilised for short periods of time and under certain circumstances.
- An educator assistant who is utilised to provide general assistance to an educator does not enable an increase in the numbers of children within the residence.
- An educator assistant must be at least 18 years of age; have a current first aid certificate including anaphylaxis and emergency asthma management training and a current clearance for working with children.
- A relief educator and a family day care educator assistant are not one and the same as there are specific requirements and limitations to be considered.
- A relief educator system can enable educators some flexibility in their work environment through short term leave or the attendance at professional development during normal working hours as well as enhancing their wellbeing.
- The provision of relief care must have procedures and guidelines for the appointment of relief educators and

the circumstances surrounding their engagement by primary educators. Use of a relief educator may have implications for your insurance, so make sure you check with your insurance provider to ensure adequate cover.

- Services must maintain records on each of their educators.
- Anyone acting outside the role of a family day care 'educator assistant' must meet the same requirements as a standard family day care educator.

## Checkpoint Questions

- Are you aware of your service's policies and procedures in relation to the engagement and registration of family day care assistants and relief educators?
- If your service offers a relief educator, is the distinction between the roles of 'relief educator' and 'educator assistant' clear?
- Are you aware of the circumstances for the use of an educator assistant, or relief educator?
- Do you understand your responsibilities associated with using an educator assistant, or a relief educator?
- Is written permission sought from families when an educator assistant or relief educator is utilised?
- Are you aware of the requirements for a person to be approved as an educator assistant or relief educator?

## Useful Resources

[ACEQA Information Sheet: Requirements for Family Day Care Educators](#)

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Please note that the information in this Fact Sheet represents general guidance only to encourage critical reflection on your practice. If the content raises any concerns for you, please check with your Coordinator or Service.

<sup>1</sup> Regulation 144, <sup>2</sup> Regulation 144 (3)