

Lake Macquarie Family Day Care
 A Quality Education and Care Option for Our Community
 Ph: 02 4921 0156
 Email: familydaycare@lakemac.nsw.gov.au



FDC RESIDENT ROLES & RESPONSIBILITIES

I, (name of educator applicant)

of (educator FDC operating address)

acknowledge I have discussed 'Important information for Residents of Family Day Care premises' with all residents of the premises, *including any visitors who reside at the premises for any block or cumulative period of 3 weeks in a year*, and we have agreed upon strategies to support any possible impact of running a Family Day Care business from the residence or venue.

I further acknowledge I will ensure the strategies are reviewed regularly with all residents as circumstances change and will monitor resident support and compliance during care hours with items such as (but not necessarily limited to):

- All adult residents must hold a valid WWCC (renewed every 5 years) and National Police History check
- Adult residents may need to be fully COVID-19 vaccinated if required by Public Health Order
- Maintaining safe and secure environment, including protecting children from harm and hazards, and ensuring non-FDC areas of the home remain inaccessible to FDC children at all times
- Maintaining an environment free from smoke / illicit drugs / alcohol
- Maintaining hygiene and infection control practices, including specific health-advised protocols that may be required from time to time (e.g., pandemic or other precautions)
- Engaging respectfully with children and their families at all times
- Ensuring children are positively supported in regulating their behaviour, and only the Educator responds to managing children's behaviour
- Ensuring children are not subject to any behaviour that could frighten, threaten or humiliate
- Maintaining adequate and effective supervision of all children in care at all times
- Understanding children cannot be left unsupervised with any residents or visitors at any time
- Understanding residents or visitors cannot assist with personal care of children such as nappy change/toileting or bathing of children, administering first aid
- Maintaining confidentiality of child and family information at all times
- Dressing, speaking and presenting in such a way that recognises the premises / venue is operating as a professional education and care service
- Understanding and respecting the role of the Coordination Unit and staff

I agree to discuss my Family Day Care obligations with visitors to my residence or venue during care hours, and to make sure they comply with these obligations at all times during care hours.

I agree to notify the office:

- of any new person aged 18 years or over who resides or intends to reside at the FDC residence, and
- of any circumstance relating to a person who resides, or intends to reside, at the family day care residence that may affect whether the person is a fit and proper person to be in the company of children (*Regulation 164*)

I confirm: the residents who were involved in the discussion and have agreed to the strategies proposed are:

Name/s:

Educator's signature:

Date: