

nsw

**in-home childcare** services



## **In-Home Childcare Educator** a Career Opportunity in Early Childhood

### **NSWIHCS Guidelines & Application Form for Educator Registration**



**New South Wales In-Home Childcare Service**

This form is revised and valid from October 2010  
For more information contact your local  
In-Home Childcare Service Provider

**Sponsored by the NSW Family Day Care Association**



**NSW FAMILY DAY CARE  
ASSOCIATION INC.**



# REGISTRATION FOR NEW EDUCATORS

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## GLOSSARY OF TERMS

- Applicable Rules** ..... all applicable laws and the policies, procedures, guidelines, licence and accreditation conditions for the provision of care as prescribed from time to time by NSW In-Home Childcare Services
- Compliance** ..... adherence to Government requirements for the continuance of care and CCB
- Care** ..... child care services provided in the home of the parent/child/family
- Child** ..... a child receiving care
- Family** ..... the parents or guardians of a child who is the subject of care
- Educator** ..... self-employed contractor of childcare for NSWIHCS
- Home** ..... the home at which care is provided

## INFORMATION GUIDE – BEST PRACTICE

**Please read carefully prior to completing the application form.**

### BACKGROUND

- NSW In-Home Childcare Services (NSWIHCS) is a brokerage funded by the Department of Education, Employment and Workplace Relations (DEEWR) and is sponsored by the NSW Family Day Care Association Inc.
- NSW In-Home Childcare Services is responsible for the quality management and brokerage of In-Home Childcare services in New South Wales
- The Educator is an approved person for the provision of In-Home Childcare services
- From time to time NSW In-Home Childcare Services will receive enquiries from families of children requiring child care services to be provided in their own homes
- NSW In-Home Childcare Services may refer such families to the Educator subject to the terms and conditions contained in this agreement

### What is In-Home Childcare?

In-Home Childcare is a flexible form of child care where care provided in the child's home by an approved educator is monitored and supported by an approved agency (Service Provider) to ensure quality outcomes for children.

### What is In-Home Childcare Service?

NSW In-Home Childcare Services (NSWIHCS) is a brokerage, sponsored by the NSW Family Day Care Association Inc, and funded by the Department of Education Employment and Workplace Relations (DEEWR). The NSWIHCS out sources In-Home Childcare for families who meet the eligibility criteria. It appoints a licensed child care service or other service that can demonstrate the necessary criteria called the In-Home Childcare Service Provider (IHCSP) to oversee the best practice aspects of care provision, including recruiting and training educators, interviewing families and providing day to day support and monitoring of the In-Home Childcare placement.

### Who can use it?

In-Home Childcare enables families to access child care when other child care services are unable to meet their needs, due to their circumstances and where the family meets one or more of the following criteria as per the 2008 Interim Standards for In-Home Childcare Services:

- The family/parents work shift work or non-standard hours
- The family/parents lives in a rural or remote area
- Has a child with an illness or disability
- One of the parents has an illness or disability that reduces the family's capacity to care for the child/ren
- The family/parents have had a multiple birth (more than 2)

## INFORMATION GUIDE – BEST PRACTICE

### The Role of the In Home Care Service Provider (IHCS)

The IHCS is responsible for the best practice aspects of care provision. The IHCS recruits and trains educators, undertakes family registrations, provides regular and on-going support and undertakes monitoring visits to the In-Home Childcare placement.

The IHCS has qualified child care workers or other staff who can offer support and advice for families and educators. It is a monitoring support link between the families/children and the Educator.

### About the Sponsor

The NSW Family Day Care Association is sponsoring the NSW In-Home Childcare Service. The NSW Family Day Care Association prides itself in offering home-based childcare of the highest quality.

It has had a long commitment to quality assurance and flexible child care options and was delighted to take on the challenge of the In-Home Childcare programs.

### Essential requirements to become a registered Educator with NSWIHCS:

- warm, energetic and enjoy working with children
- respectful of families and children
- available to work flexible hours
- committed to undertake Educator training such as 'Child Protection'
- value being part of a team of childcare workers providing a valuable community service
- 18 years of age or over
- must have Public Liability Insurance
- must have First Aid and CPR Qualifications
- must have a medical certificate to ensure fitness to work (Standard 12.5 Educator Health-Interim Standards 2008)
- must be registered for an Australian Business Number (ABN)
- undergo a 'Working with Children' check

### Child Care Benefit (CCB)

NSWIHCS is an approved childcare service therefore families are eligible to apply for CCB to assist with the cost of In-Home Childcare.



## INFORMATION GUIDE – BEST PRACTICE

### How much can I Earn?

Registered Educators with NSWIHCS earn an income as independent contractors caring for children in the children's own home. The fee is usually set through consultation between the family, educator and IHCS in conjunction with NSWIHCS non-compulsory fee guide.

Usually the fee for care is calculated on an hourly rate depending on the number of children in care. It ranges from \$12.00 per hour. Any additional costs involved in care for example transport, travel to and from family's home, meals and outings are to be negotiated between the family and educator. They may not be subject to government subsidy.

### Set Up Costs (approximately)

- Public Liability Insurance .....\$465.00
- First Aid Training/CPR.....\$230.00
- First Aid Kit .....\$80.00
- Resource Kit.....\$65.00
- Training Kit .....\$Vary
- Reliable transport.....unknown

Establishment costs are tax deductible.

### Ongoing Costs

- Educator weekly Service Levy – charged per hour per child – currently @ \$0.15 per child per hour (subject to change)
- Administration Service Levy – charged @ \$0.35 per child (subject to change)
- transport
- childcare resources
- maintaining First Aid kit
- administration (phone calls, fax, photocopying, postage, stationary)
- bookkeeping/accounting Fees

**Disclaimer:** The information contained in this publication has been prepared for general information only. As matters covered by this publication are in a constant state of change, it may be recent developments are not included. The information contained herein is not intended to constitute or substitute for legal or professional advice appropriate to your specific circumstances. The NSW Family Day Care Association, New South Wales In-Home Childcare Child Care Services, its employees and agents shall not be liable for any loss or damage incurred as a result of any reliance on the information contained herein.

## INFORMATION GUIDE – BEST PRACTICE

### Insurance

Educators working under the NSWIHCS are required to have Public Liability Insurance. This forms part of the criteria you must meet before care can commence. This insurance must provide cover up to \$10 million.

**Under no circumstances are educators to commence employment without first ensuring that they have Public Liability Insurance.**

### Eligibility

- **Age:** applicants must be 18 years or over (Standard 7 - Fit and Proper Person - Interim Standards 2008)
- It is an offence for prohibited persons to apply for, or attempt to obtain, undertake or remain in child-related employment in any capacity, whether paid, volunteering or self employed

### ABN

NSWIHCS registers Educators under a self-employed model (independent contractors). Successful applicants must be prepared to register for an ABN (Australian Business Number).

### First Aid

Educators are required to have current training in first aid and resuscitation (CPR) with the capacity to respond appropriately in a medical emergency before they commence care. A First Aid/CPR certificate which meets State Regulations, as applicable, will fulfil this requirement. All Educators will need to comply with the 2008 In-Home Childcare Standards stating that all Educators must have a current First Aid/CPR Certificate.

### Child Protection

NSWIHCS requires all educators to have completed Child Protection training within the last 18 months, prior to commencing In-Home Childcare.

**Please note: Failure to meet the In-Home Childcare guidelines will be handled as a breach and result in termination of the agreement signed.**



## INFORMATION GUIDE – BEST PRACTICE

### Home Visits

Your IHCS staff will support you through arranged visits and/or telephone contact. For a home visit to be successful, clear, open and honest communication is required between Educator and IHCS. If you are having difficulties we can help to identify and discuss possible resolutions. IHCS staff are qualified in the early childhood field – use them as a resource for information and ideas.

Families have given prior permission for In-Home Childcare Service Provider staff to access family homes whilst In-Home Childcare is being provided. As a matter of courtesy we urge you to inform families when a home visit has been conducted.

During home visits the following areas will be considered:

### Monitoring the Quality of Care

- The state of hygiene and potential safety risks
- The quality of adult/child interactions
- Behaviour management techniques
- The programming of stimulating experiences for children

### Supporting the Educator

- Ideas and resources for meeting the children's needs
- Support of the educator's professional development through webinars, in-house training and external training

### Observing the Children

- The children's developmental needs and activities to extend learning will be discussed
- Behavioural issues and management techniques may be discussed

### Maintaining Records

- IHCS Staff will write reports of each home visit relating to the children in care, activities provided, safety and issues discussed



## INFORMATION GUIDE – BEST PRACTICE

### **Behaviour Management**

The aim is to guide children towards positive and responsible behaviour, which will encourage and support self-reliance and the development of positive self-esteem.

Behaviour management needs to be age/stage appropriate. Use of child management techniques, which include physical, verbal or emotional punishment including shouting which humiliates, frightens, threatens or immobilises children, will not be used under any circumstances, even at the family's request.

### **Children from Other Families/Visitors**

Children from outside the current household cannot be cared for by the In-Home Childcare Educator unless a multi-care placement has been approved. (Educator's own children may be given permission to accompany the educator, discuss with your IHCSP).

### **Complaint Handling**

The NSW In-Home Childcare Services has a 'Complaint Handling Procedure'. A copy is available from your IHCSP or visit our website at [www.inhomechildcare.com.au](http://www.inhomechildcare.com.au) or [www.nswfdc.org.au](http://www.nswfdc.org.au).

### **Confidentiality**

NSW In-Home Childcare Service treats all information received in a professional manner to protect the privacy and confidentiality of families and individuals within our service. We request that families using our service also respect the privacy and confidentiality of their educator and our service. The NSW In-Home Childcare Service has a Privacy Policy.

### **Excursions and outings**

Excursions are an activity carried out for recreational or educational purposes under the supervision of one or more educators and/or IHCSP staff, which does not occur on a regular basis. Individual permission notes are required for excursions with relevant adult to child ratios stated.

Educators often like to undertake outings in the local area by foot for children in care. Perhaps a visit to the park, shops or even a walk to the bus to collect school age children, these are covered on the initial Family/Educator Agreement.

## INFORMATION GUIDE – BEST PRACTICE

### **Pets**

Contact with pets can provide children with positive learning experiences and can develop a sense of responsibility within children. Families and Educators must ensure that every domestic pet, farm animal or any potentially dangerous animal that is kept at the family's home during periods of care is made inaccessible to children unless the children are under the close supervision of the Educator. The family must ensure that every bird or animal is kept in a clean and healthy condition, regularly wormed, checked for fleas etc.

### **Medication**

Before an Educator can administer any medication the family must supply the prescribed medication with the child's name and dosage amount on the bottle. For incidental medicines such as cough mixtures, the medicine must be in its original container that lists contents and age appropriate dosage. Expiry dates need to be checked and symptoms evident before administering of any medication by the Educator. In these cases each dosage or treatment must be recorded according to the medication form and signed by the family. Homeopathic/Naturopathic medication can only be administered by the family unless GP approval is given. Any long-term treatment may require a letter of management by a medical practitioner. In the case of a high fever the Educator will be asked to refer to the 'Fever Management Policy'.

### **Nutrition**

To comply with the 2008 Interim Standards for Home Care Standard 12.2, Educators must work in partnership with families, respecting the child and or family's cultural, religious or health related dietary needs and ensure children receive a healthy balance of food groups. We ask families/Educators to provide a wide variety of safe and nutritious food and drinks. This includes foods such as fruit, vegetables, breads, cereals, dairy, meat, or meat alternatives each day. Drinking water must be readily accessible to children and Educators during care hours.

### **Sick Children**

Children who are unable to access other forms of child care due to illness or disability may be able to access In-Home Childcare. Children who are contagious will be considered for care on an individual basis by IHCS. NSW In-Home Childcare Services are required to keep records of children who are attending care due of illness, under the Commonwealth Funding Agreement.

### **Smoking**

To ensure the health, safety and welfare of all children as well as complying with the 2008 Interim Standards (which clearly states that a smoke free environment must be provided for children during the hours of care), we require families and Educators to ensure that no smoking occurs whilst In-Home Care is taking place.

## INFORMATION GUIDE – BEST PRACTICE

### Sun Safety

It is recommended that Educators and families provide adequate shaded areas in their yard and ensure children receive appropriate sun protection (hat, clothing, sunscreen) whilst outdoors, on outings and excursions. It is recommended that children should not play in direct sunlight between the hours of 10am and 3pm (daylight saving) and between 10am and 2pm (EST).

### Swimming

To comply with the 2008 Interim Standards for In-Home Childcare, Standard 12.10 clearly states that the Educator must:

- ensure that any doors and windows which give access to pool, spa or jacuzzi are securely locked and pool gates kept closed;
- directly supervise children at all times when children are:
  - ⇒ being bathed
  - ⇒ are playing with water and equipment containing water
  - ⇒ are on excursion to bodies of water
- follow procedures such as:
  - ⇒ filling a wading pool, bath, basin or trough immediately before it is used and emptying it immediately after use
  - ⇒ storing buckets, bowls etc in a manner that water cannot collect in them
  - ⇒ securely covering liquid-filled buckets.

No swimming is permitted for children unless parental written permission from the family has been obtained, a minimum of two adults are present at all times (one being the Educator) and the minimum adult to child ratios are:

- one adult each child under 3 years of age
- one adult for each two children 3 or more years of age.



## INFORMATION GUIDE – BEST PRACTICE

### NOTIFIABLE DISEASES

To ensure that Educators are compliant to the guidelines set out in the 2008 Interim Standards, Educators must be aware of their responsibilities to ensure a safe and healthy environment for themselves and the children in care.

#### Standard 12.3 Notifiable Disease

If the Educator is exposed to a notifiable disease, the Educator will notify the Service Provider.

#### Standard 12.5 Educator Health

The Educator must ensure the following:

- An Educator's ability to care for children should not be impaired by:
  - ⇒ poor health status
  - ⇒ any medical condition
  - ⇒ dependency on any medication
  - ⇒ dependency on any substance
- An Educator is to provide a medical certificate indicating their ability to carry out full duties if requested at any time by the Service Provider
- The Educator must neither be adversely affected by/nor consume alcohol or drugs during the hours children are in care or for a reasonable period prior to the hours the child/ren are in care.



Reference used: *Staying Healthy in Child Care – 4th Edition 2005*

Prior to application of care, consideration should be given to the following:

- childcare workers are at risk of getting infectious diseases
- infection control practices such as hand washing can stop disease spreading among Educators and children
- immunisation can also stop childcare workers getting some diseases

The Educator should make sure that their immunisations are up to date. Childcare workers should discuss their history of Measles and Rubella immunisations or infection with their doctor. They may also wish to discuss whether or not to have additional immunisations, such as the Hepatitis A vaccine. Infected workers may be excluded from caring for the recommended exclusion periods.

## INFORMATION GUIDE – BEST PRACTICE

### NOTIFIABLE DISEASES cont.

#### **Hepatitis A**

Hepatitis A vaccine is recommended for childcare workers, particularly those who care for children who are not toilet trained.

#### **Hepatitis B**

Working with children is not a significant risk factor in acquiring Hepatitis B. Hepatitis B vaccine is therefore not recommended for routine use in Educators or children in childcare settings.

#### **Tuberculosis**

Adults employed at children's facilities should have a pre-employment health screen. This should include a tuberculin skin test (Mantoux test) and a chest x-ray. Adults who have spent some time working overseas and then resume working with children should have employment tuberculosis health checks before starting work again.

#### **Infectious diseases during pregnancy**

Childcare workers who are pregnant need to be aware of how some infections can affect the unborn child. This is a good time to make sure that good infection control practices are followed.

#### **Rubella**

It is especially important for women of child-bearing age to be protected against Rubella. If a pregnant woman contracts Rubella, her baby may be born deaf, blind, or with heart and lung damage. Because Rubella is difficult to diagnose, a past history of the disease is unreliable as a guide to immunity. A blood test will show whether or not you have had Rubella.

#### **Cytomegalovirus (CMV)**

CMV infection in early pregnancy may affect the unborn child. The infant may be unaffected, deaf, or have multiple abnormalities. Whether the baby is affected depends on many factors. The two main factors are previous CMV infection and the stage of the pregnancy. The risk is very low if the mother has had CMV infection before. The risk of severe effects may be higher if the mother catches the disease in the early stages of pregnancy. The chance of child care workers acquiring CMV infection when looking after 3 year olds seems to be greater than that of hospital staff or the general public. Childcare workers may wish to have a blood test for CMV immunity before becoming pregnant. This would allow them to make an informed decision about work practices and to discuss these with their doctor.

## INFORMATION GUIDE – BEST PRACTICE

### NOTIFIABLE DISEASES cont.

#### **Toxoplasmosis**

Childcare workers are not at a greater risk of contracting Toxoplasmosis than other people. Toxoplasma infection in pregnancy may lead to congenital abnormalities. There is no risk if the mother has had the disease before, but this is often unknown. Toxoplasmosis is acquired from contact with cat faeces (in soil or sandpits) or eating poorly cooked meat. If you are considering pregnancy, then a blood test will tell if you have already had Toxoplasmosis

#### **Erythema Infectiosum also known as Parvovirus or Fifth Disease**

The symptoms of this disease are slapped cheek rash (red cheeks that look as though they have been slapped) or arthritis. A Pregnant women who develop these symptoms should discuss this with her doctor. Parvovirus causes miscarriage or stillbirths in a small percentage of women infected during pregnancy. Malformations do not appear to occur in babies who survive this infection in the mother.

#### **Chickenpox**

Most childcare workers will probably have had chickenpox as a child and may not get it again. Infection with Chickenpox in the first three months of pregnancy may damage the unborn child. Pregnant women who are exposed to Chickenpox at any stage of the pregnancy should see their doctor soon after exposure. The doctor may give Varicella Zoster Immunoglobulin (VZIG). This is an injection of antibodies against Chickenpox. For more information please visit the National Health and Medical Research Council Website: [www.nhmrc.gov.au/\\_files/ch40.pdf](http://www.nhmrc.gov.au/_files/ch40.pdf)



## INFORMATION GUIDE – BEST PRACTICE

### OPERATIVE PROVISIONS

#### 1. Educator acknowledges and agrees that he/she:

- is an independent contractor to NSW In-Home Childcare Services and that NSWIHCS's role is to provide support, introductions and referrals of families and to provide an accreditation scheme by which Educator will be eligible to supply care to families and children;
- is not the agent, employee or partner of NSW In-Home Childcare Services;
- will not represent to any family or other person that he/she is the agent, employee or partner of NSW In-Home Childcare Services;
- will not incur any debt or other liability on behalf of NSWIHCS nor purport to do so;
- is responsible for making his/her own arrangements for taxation (including, if applicable, GST), superannuation, insurance and all other arrangements that may be required under Applicable Rules or which may be desirable or prudent;
- is responsible for setting and negotiating payments to be made by families for the provision of care;
- is responsible for negotiating, entering into and enforcing his/her own contracts with families on such terms as Educator shall determine in his/her discretion, but not so as to be inconsistent with the terms of this agreement or any 'Applicable Rules' and
- is responsible for the collection of all monies due and payable by families.

#### 2. Educator warrants and agrees that he/she:

- is not an undischarged bankrupt;
- has not been charged with, convicted of or committed an offence of a sexual nature, an offence against a child or any offence for which a custodial sentence may be imposed;
- is 18 years of age or over;
- will at all times hold current public liability insurance with cover to \$10 million;
- will at all times hold an up-to-date First Aid qualification issued by a reputable body;
- is prepared to register for an Australian Business Number (ABN) and
- has disclosed to NSWIHCS all information which is reasonably relevant to Educator's capacity to perform his/her obligations under this agreement and relevant to NSWIHCS decision to enter into this agreement.



cont.

## INFORMATION GUIDE – BEST PRACTICE

### OPERATIVE PROVISIONS cont.

- 3. Educator will at all times take personal responsibility for the provision of care and must not at any time:**
  - subcontract for care to be provided by a third party;
  - transfer a contract with families for the provision of care to a third party without the prior written consent of the family or
  - allow any third party to assume responsibility for supervision or care of a child.
  
- 4. In addition to the express obligations contained in this agreement, Educator acknowledges and agrees that in supplying care, he/she will comply with all 'Applicable Rules'.**
  
- 5. Without limiting the generality or application of the preceding clause, Educator must:**
  - not work under the influence of alcohol or drugs and maintain a smoke-free environment whilst caring for children;
  - attend homes in clean and tidy attire;
  - have due care for the property of families and others, and use equipment and facilities within the home with due care for efficiency, economy and safety;
  - at all times be courteous to families and others while providing care;
  - comply with applicable privacy legislation and, treat as confidential and refrain from disclosing to any third party (other than NSWIHCS in appropriate circumstances), all information pertaining to the parents and children and their extended families, friends and other contacts, to which Educator is privy;
  - create and maintain all records required by 'Applicable Rules' and make them available to NSWIHS on their request;
  - ensure that all claims for fees and expenses are honestly made and documented in such a manner as to demonstrate the validity of the claim;
  - ensure that all fees and expenses are quoted inclusive of GST, where applicable;
  - give families such prior notice as may be reasonable in the circumstances if Educator will not be able to provide care when contracted to do so;
  - comply with the terms of his/her contract with families and honour all promises and representations made to families; and
  - employ grievance resolution procedures as prescribed in 'Applicable Rules' from time to time.



cont.

## INFORMATION GUIDE – BEST PRACTICE

### OPERATIVE PROVISIONS cont.

- 6. Educator will diligently provide care in the best interests of each child and will provide a variety of activities and opportunities which are chosen to enhance the development of the child. This obligation includes but is not limited to the following, namely that Educator must:**
- pay close attention to and provide diligent supervision to children;
  - never leave a child unattended in a vehicle;
  - ensure that children are not placed at risk of injury or harm to health that is reasonably foreseeable;
  - administer appropriate First Aid as required from time to time;
  - use infection control procedures to avoid cross infection when a child under care is sick;
  - not administer medication to a child without the written consent of the family;
  - employ hygienic practices at all times;
  - advise families of Educator's proposed daily routine for care and advise families of any proposed changes to that routine;
  - obtain consent of families before taking children on outings or excursions away from the home;
  - not cause or permit a child to travel in a private vehicle or public transport without:
    - ⇒ written consent of family from time to time,
    - ⇒ a safety restraint that complies with Australian Safety Standards suitable for the age and size of the child and
    - ⇒ if the Educator wishes to travel with the child in the Educator's private vehicle the Educator having submitted details of his/her driver's licence to NSWIHC;
  - not subject any child to any form of abuse or corporal punishment;
  - not subject any child to discipline (whether physical, verbal or otherwise) which could frighten or humiliate the child;
  - comply with all reasonable requests and directions of families in the provision of care; and
  - provide a daily report to families on the child's activities of that day including consumption of food and drink and otherwise faithfully and accurately report to families any matters which Educator should reasonably report.

## INFORMATION GUIDE – BEST PRACTICE

### OPERATIVE PROVISIONS cont.

7. **Educators agree to notify the Human Services Community Services (formerly DoCS) if Educator suspects a child has been the subject of abuse or neglect.**
8. **Educator releases NSW In-Home Childcare Services, its employees, agents and contractors from liability for all liability, loss, damage and injury incurred by Educator in or in the context of providing care.**
9. **Educator will indemnify NSW In-Home Childcare Services against all loss or liability incurred by NSW In-Home Childcare Services as a result of claims of any kind whatsoever made or commenced by families, by or on behalf of a child or by any third party arising from any act or omission of Educator in, or in the context of, providing care. This indemnity:**
  - applies whether the claim is made for breach of contract, negligence or other or breach of statutory duty or on some other legal basis;
  - applies whether the claim is in respect of personal injury, death, damage to reputation, financial loss, economic loss, loss of profit or opportunity, or another form of loss and
  - includes all legal costs and disbursements incurred by NSW In-Home Childcare Services on a full indemnity basis.
10. **Educator acknowledges and agrees that NSW In-Home Childcare Services makes no warranty or representation as to:**
  - the fees that families may be prepared to pay for care;
  - the solvency or otherwise of families;
  - the profitability or earnings that Educator may achieve as a reward for becoming an Educator;
  - liability loss or injury that Educator may incur or suffer as a result of providing care;
  - the volume of referrals to Educator that NSW In-Home Childcare Services will be able to make;
  - the working environment and safety of any home;
  - the health, developmental level, personality or behavioural or other characteristics of any child and
  - Educator shall make his/her own enquiries and shall satisfy him/herself as to the foregoing matters in all cases.

## INFORMATION GUIDE – BEST PRACTICE

### OPERATIVE PROVISIONS cont.

11. **This agreement shall endure and remain binding provided that either party may terminate it by giving 14 days written notice to the other party. In addition, NSW In-Home Childcare Services may terminate this agreement if Educator fails to rectify a breach of this agreement within 7 days of the date of a notice from NSW In-Home Childcare Services specifying the breach and cancel registration.**
12. **NSW In-Home Childcare Services may transfer or novate (alter or replace) this agreement to a third party by giving written notice to Educator. Educator may not transfer or novate (alter or replace) this agreement to any third party.**





# NSWIHCS EDUCATOR APPLICATION FORM

VALID: JUNE 2010 (Please note that an application to be a Carer does not necessarily result in registration) FULLY COMPLETE ALL SECTIONS. Print clearly using block letters in blue or black pen.

**NAME OF IN-HOME CHILDCARE SERVICE PROVIDER**

**NSWIHCS USE ONLY**

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It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious offence to apply for this position. As part of the application process a working with children check and prohibited employment declaration is required. Documentation to support true identity will also be required.

**PERSONAL DETAILS**

**Name:** Title: ..... First Name: ..... Last Name: .....

**Address:** Street Name/Number: .....

.....

Suburb/Town: ..... State: ..... Postcode:.....

Mobile Number: ..... Home Telephone .....

Email: .....

Date of Birth:..... Gender: M/F (Please Circle)

Registration Date: .....

Previous Occupation: .....

Area of Care: .....

In-Home Childcare Service Provider: .....

Country of Birth: .....

Ethnic Group: .....

Primary Language: .....

English Speaking/Non-English Speaking/Aboriginal/Torres Strait Islander: (Please Circle)

ABN: .....

**Bank Details:** Account Name.....

BSB:..... Account No: .....

Current First Aid/CPR Qualification: Y/N (Please Circle)

Date: ..... Course Provider: .....

Other Certificates/Qualifications: .....

**Please enclose supportive documentation for all formal qualifications.**

# NSWIHCS EDUCATOR APPLICATION FORM

## GENERAL INFORMATION

Do you have any health problems, or take medication, which could detract from your ability to care for children?  
 YES/NO (please circle) IF YES, please provide details: .....

Please state the local governments where you would be available to work (areas; towns; locations or suburbs).  
 .....

Do you have use of a car? YES/NO (Please Circle)  
 Can you access reliable transport? YES/NO (Please Circle)  
 Are you prepared to cater for various cultural backgrounds? YES/NO (Please Circle)  
 Are you prepared to serve nutritious snacks and meals for children in care? YES/NO (Please Circle)  
 Please indicate your availability to provide In-Home Childcare .....

## REFEREES

Please provide the names and contact phone numbers of **TWO** referees:

1. Name.....  
 Position ..... Contact No: .....

2. Name.....  
 Position ..... Contact No:.....

## DECLARATION

I declare that before completing this form I have read and understood the NSW In-Home Childcare Services Information Guide and Terms and Conditions for registration as an In-Home Educator.

In the event my application for registration as an In-Home Educator with NSWIHCS is successful, I agree to abide by the NSW In-Home Childcare Services Terms and Conditions, Policies and Best Practice Guide.

## SIGNED AS AN AGREEMENT

Between NSW Family Day Care Association Inc trading as NSW In-Home Childcare Services  
 And  
 Applicants Full Name .....

Applicants Signature ..... Date .....

**NOTE:** Incomplete applications cannot be accepted and will be returned to you. To avoid this please ensure that all details are complete before faxing or posting including Medical Information Form.

## SEND TO:

Local In-Home Childcare Service Provider - See details on cover **OR**  
 NSW In-Home Childcare Services, PO BOX N107 PETERSHAM NORTH NSW 2049 **OR**  
 Fax: 1300 795 402

# NSWIHCS EDUCATOR APPLICATION FORM

## EMERGENCY CONTACT DETAILS

In case of an emergency your NSWIHCS Service Provider will contact your next of kin. Please provide the names and contact phone numbers of **TWO** contacts:

### 1st Emergency Contact

First Name..... Last Name .....

Address .....

Town ..... State..... Post Code .....

Phone..... Mobile.....

Relationship to you (eg partner, mother, flatmate, friend).....

.....

### 2nd Emergency Contact

First Name..... Last Name .....

Address .....

Town ..... State..... Post Code .....

Phone..... Mobile.....

Relationship to you (eg partner, mother, flatmate, friend).....

.....



# NSWIHCS EDUCATOR APPLICATION FORM

## MEDICAL CERTIFICATION

Applicants Name: .....

Applicants Address: .....

### PART A (TO BE COMPLETED BY APPLICANT)

I HAVE READ THE INFORMATION CONCERNING OCCUPATIONAL RISKS FOR CHILDCARE WORKERS (PAGE 5 OF INFORMATION GUIDE). I ACKNOWLEDGE IT IS MY RESPONSIBILITY TO CHECK MY IMMUNE STATUS AND AM AWARE OF THE SPECIAL RISKS INVOLVED IF I FALL PREGNANT IN RELATION TO RUBELLA, TOXOPLASMOSIS, CMV, FIFTH DISEASE AND CHICKEN POX.

Applicants Signature: ..... Date: .....

### PART B (TO BE COMPLETED BY GENERAL PRACTITIONER)

AN IN-HOME CHILDCARE EDUCATOR MUST BE OF GOOD HEALTH AND FREE FROM ANY MEDICAL CONDITIONS OR DEPENDENCY ON ANY MEDICATION THAT MAY AFFECT THE EDUCATOR'S ABILITY TO CARE FOR CHILDREN.

I DECLARE, TO THE BEST OF MY KNOWLEDGE, THAT;

Applicants Name: .....

IS OF GOOD HEALTH AND FREE FROM ANY MEDICAL CONDITIONS OR DEPENDANCY ON MEDICATION OR SUBSTANCE THAT MAY AFFECT HER/HIS ABILITY TO CARE FOR CHILDREN.

General Practitioners Name .....

Signature..... Date .....

IN-HOME CHILDCARE SERVICE PROVIDER PLEASE FORWARD COPY TO:

NSWIHCS, PO BOX N107, PETERSHAM NSW 2049 OR

FAX: 1300 795 402



## NSWIHCS EDUCATOR REGISTRATION CHECKLIST

### NSWIHCS EDUCATOR APPLICATION CHECKLIST

**Incomplete applications cannot be accepted and will be returned to you. To avoid this please ensure that all details are complete before faxing or posting, taking care to:**

- Enter the name of the In-Home Childcare Service Provider on the application form above your name
- Complete all personal details
- Complete all previous experience/current occupation

**Provide supportive documentation for:**

- Qualifications
- Current First Aid training certificate
- Australian business number
- Drivers Licence if applicable
- Ensure bank details are accurate
- Medical information form complete
- Current Child Protection training

#### **WHAT HAPPENS NEXT?**

- The application and suitability will be assessed by the In-Home Childcare Service Provider
- Referees contacted
- Interview arranged

**Where successful:**

- Application will be made for 'working with children check'
- When clearance received induction training commences

**Where unsuccessful:**

- Applicant will be advised in writing

**Induction Training** - Utilising the 'NSWIHCS Educator Guidelines 2010' topics including:

- NSWIHCS Policies
- Administration of CCB
- Fee Setting – developing a fee policy/schedule
- Family Interviews
- Occupational Health and Safety
- Planning and programming
- Behaviour Management
- Controlling Infectious Disease
- Carer Health and Safety

**Referral Commences**

**Care Commences**

- Must have Public Liability Insurance and first aid before commencing as an Educator for NSWIHCS
- On-going training is recommended



# NSWIHCS EDUCATOR REGISTRATION CHECKLIST



**COMMENCEMENT CAN ONLY TAKE PLACE ONCE ALL REQUIREMENTS ARE FULFILLED**



## Educators

- You must attach supporting documents to this application form which will be forwarded to the NSWIHC Brokerage by your Service Provider and kept on file.
- Please use the following table to indicate your readiness for commencement with NSWIHCS.

Qualification	Date Completed & Name of Training Organisation	Supporting Document attached to Application	Copy sent to NSWIHCS Brokerage
First Aid			
CPR			
Public Liability Insurance			
Child Protection			

### NOTE:

- Commencement can only take place once all requirements are fulfilled
- An applicant is not to commence working as an In-Home Childcare Educator unless the above criteria is lodged with application.

**Service Providers to complete the following -  
CONTACT DETAILS & Out of Hours EMERGENCY NUMBER:**

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