

FAMILY DAY CARE AUSTRALIA

CHECKPOINT SERIES

ASSESSMENT OF PERSONS RESIDING AT A FAMILY DAY CARE RESIDENCE

The approved provider of a family day care service must take reasonable steps to ensure that family day care educator assistants and anyone aged 18 years or over who live at the family day care residence are fit and proper people to be in the company of children.

In addition, the approved provider of a family day care service must have policies and procedures in relation to the assessment of family day care educators, family day care educator assistants and persons residing at the family day care residence to ensure they are fit and proper people to be in the company of children.¹

A family day care educator must inform the approved provider of the family day care service of any new person over 18 years who resides, or intends to reside at their family day care residence.²

Furthermore, a family day care educator must inform the approved provider of the family day care service of any circumstance relating to a person who has previously been considered under regulation 163 that may affect their fitness and propriety to be in the company of children.³

Key Points

- The assessment for fitness and propriety is conducted to determine a person's suitability for child related work. This process will assist in the provision of a child safe environment that safeguards children from safety and wellbeing risks.
- The approved provider and nominated supervisor must be assessed as, and remain fit and proper for the family day care service to operate under their management.
- Any other adult residing in a family day care residence must also be assessed as, and remain fit and proper for the educator's service to continue to operate.

- Fitness and propriety for other adults residing in the educator's home can be assessed by one of the following:
 - a criminal history check issued in the previous six months;
 - a current working with children check or card, or working with vulnerable people check based on a criminal history record check; or
 - a current teacher registration.

Checkpoint Questions

- Are you aware of your service's policies and procedures in relation to the assessment of family day care educators, family day care educator assistants and adults residing at the family day care residence?
- Are you aware of your responsibilities with regard to maintaining your own fitness and propriety?
- Are you aware that you are required to notify the approved provider of any circumstance that may have an affect your ability to work with children?
- Are you aware of the requirement for persons over 18 years of age living at your family day care residence to have their fitness and propriety checked?
- Are you aware of the requirement that you notify the approved provider of any circumstance that may affect the fitness and propriety of a person already living at the residence who has already been assessed as fit and proper?

Useful Resources

[Working with children checks - National Crime Check](#)

[Family Day Care Australia Police Checks](#)

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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.

¹ Regulations 163 and 169(2)(e), ² Regulation 164 (a), ³ Regulation 164 (b)