



In Home Care Educator

Starting a Business





VISION

Excellence and leadership in services for the community, families and children

MISSION

Wanslea promotes community, family and individual development through partnerships and services

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Wanslea – A Brief History

Wanslea is a uniquely Western Australian not-for-profit organisation that was founded over seventy five years ago by Florence Hummerston, a well known Perth identity committed to serving the community.

In 1941 Florence became the Founding President of the Women's Australian National Service (WANS) War Fund and was also instrumental in the establishment of Wanslea two years later. During the war years, the WANS provided care for children whose mothers were ill and fathers overseas with the war effort. At the end of the war, the WANS continued to offer a service that cared for children in need.

Florence Hummerston was the first woman elected to the Perth City Council, on which she served for 18 years. She was a life member of the Children's Protection Society and was awarded an OBE in 1960 for her work with women and children in Western Australia. Mrs Hummerston died aged 94 in 1984.

Over the years, Wanslea has touched the lives of thousands of Western Australians in times of family need, resulting in significant good will and respect for the organisation



Welcome

This booklet is designed to provide you with important information about how Wanslea In Home Care operates and what's involved in being an educator.

In Home Care is different to the work of a nanny or baby sitter. In Home Care educators provide a specialised service that meets the unique early childhood education and care requirements of families.

The information in this booklet will give you a sound introduction to the In Home Care service and help you to set up your business as an educator — the first step into a rewarding career.



Committed to the safety of all children

We place the safety of children and young people at the forefront of our operations and are always seeking to strengthen our child safe culture across programs and services.

Some of the ways we do this include:

- Requiring all paid and unpaid staff to adhere to our Code of Conduct
- Ensuring that all relevant staff have a current Working with Children (WWC) card
- Requiring all staff to undergo police checks and additional screenings based on program requirements
- Continuously identifying areas for improvement in our services and encouraging our staff, foster carers, volunteers, families and children to report any ideas, concerns or feedback
- Having clear policies, procedures and systems to ensure that children are kept safe and that anything that could harm a child is reported and actioned
- Valuing diversity and inclusion, and taking action to encourage participation and prevent discrimination

Wanslea In Home Care

In Home Care is a flexible form of early childhood education and care that provides care by an approved educator in the child's own home.

Each child is given care that is safe, nurturing, stimulating and builds upon their individual needs and interests.

We aim to meet the needs of any family, complementing and being sensitive to their values, beliefs and responsibilities. An essential part of our work is to form partnerships with families and strong networks with the wider community.

Our goals are to:

- Deliver a quality service that honours cultural diversity, complements each family's expectations and requirements, and meets the individual needs of the children
- Provide home-based early childhood education and care that is individual, flexible and responds to the changing needs of families
- Support educators to provide a secure, caring and stimulating home environment that caters for each child's social, physical, intellectual and emotional needs, and interests
- Create a professional atmosphere where parents, educators and staff form a collaborative team and work together for the benefit of the children and their families
- Create a working environment where staff and educators are supported to strive for professional growth and development
- Promote and demonstrate equal opportunity in all aspects of our service

Children are unique individuals and should be allowed to progress at their own pace. The In Home Care curriculum is based on each child's individual needs, interests and abilities.



Why Become An In Home Care Educator?

There are many reasons why people decide to become an In Home Care educator. Some enjoy the flexible hours and satisfaction of being part of a professional team that provides a valuable service to families. Others simply enjoy caring for children and love the excitement, laughter and fun.

The rewards of having young children daily in your care and watching them grow and develop are unlike any other job. It's an opportunity to join an important profession that provides the foundation for children's future development.

A knowledge and understanding of children's development and a willingness to foster their learning,

growth and skills development are important attributes to have.

Above all, it means establishing a business of your own. You will be administrator, boss, customer service manager, marketing manager, finance officer, program manager and human resource officer, in charge of your own professional development.

As in any business, you will need to balance the needs of your customers (children and families) with the necessity to maintain paperwork, operate within the relevant State and Federal Government legislation, and manage your money and resources.



Who Is In Home Care For?

In Home Care is available to families who can demonstrate that the other types of approved early childhood education and care are not suitable or available. Families applying for In Home Care must be eligible to receive the Child Care Subsidy and one or more of the following criteria must apply:

- Parents or carers are working non-standard or variable hours, outside normal early childhood education and care service hours
- Parents or carers are geographically isolated from other types of approved early childhood education and care, particularly in rural or remote locations
- The family has challenging or complex needs, including challenging situations, and other approved early childhood education and care services are not able to meet the needs of the child or the family

Families accessing In Home Care because of challenging or complex needs may have circumstances that include one or more of the following:

- A child with additional needs or a disability whose early childhood education and care requirements cannot be catered for in another approved setting or through other government funded or community-based services
- A parent undergoing treatment for a serious illness
- A complex family situation that prevents them from accessing other approved early childhood education and care types

In Home Care Agency

The In Home Care Support Agency is the first point of contact for families. The Agency assesses the family's eligibility and, upon approval, completes a Family Management Plan prior to referring the family to an In Home Care Service.

The In Home Care Support Agency works closely with approved In Home Care Services and In Home Care educators to deliver care in an equitable and structured manner. Service delivery is based on a Family Management Plan agreed between the In Home Care Support Agency and the family.

Services engage qualified educators to provide care in the family home, and will monitor the day-to-day provision of care.



The In Home Care Agency:

- Assesses the family's needs to determine their requirements for child care and other support services
- Develops a Family Management Plan
- Acts as an advocate for families and a conduit between families and services and educators
- Matches families to In Home Care Services with educators that can meet their needs
- Makes recommendations to the Department on the distribution of places to In Home Care Services
- Reviews Family Management Plans quarterly and, where appropriate, transitions families to other approved early childhood education and care types and support services
- Monitors In Home Care service provision to ensure a focus on quality early childhood education and care
- Brokers professional development support for educators
- Reports to the Department on agreed indicators
- Promotes In Home Care across their jurisdiction

Wanslea In Home Care Early Years Team

Families are referred to Wanslea In Home Care by the Agency after meeting eligibility requirements and completing the Family Management Plan.

The Early Years Team at Wanslea In Home Care:

- Ensures that children have a current enrolment for the In Home Care service
- Engages educators who have, as a minimum, a relevant Certificate III qualification or are working towards a Certificate III qualification. If the latter, the Early Years Team monitors their progress
- Undertakes home inspections to ensure that the physical environment is safe for the children receiving care, and for the educators

- Supports educators by providing the necessary resources and guidance to work in a family environment, particularly with families experiencing complex situations
- Monitors the quality of care provided by the educator
- Maintains a register of educators, including details of the required checks and expiry dates
- Adheres to the requirements set out in In Home Care National Guidelines
- Reports to the In Home Care Support Agency

The Wanslea In Home Care Early Years Team
can be contacted on: 1800 444 262

Guidelines

Wanslea In Home Care operates in accordance with the National Guidelines, In Home Care Handbook and Wanslea's policies and procedures. The Guidelines and Handbook for In Home Care outline the minimum requirements necessary to ensure safe, nurturing and educational early childhood education and care, as well as administration and record keeping requirements.

You can obtain a copy of the Guidelines for In Home Care from the Wanslea In Home Care Early Years Team.

Educators in Tasmania will be required to follow the Tasmanian Licensing Standards October 2014.

We are now also providers in the Northern Territory.

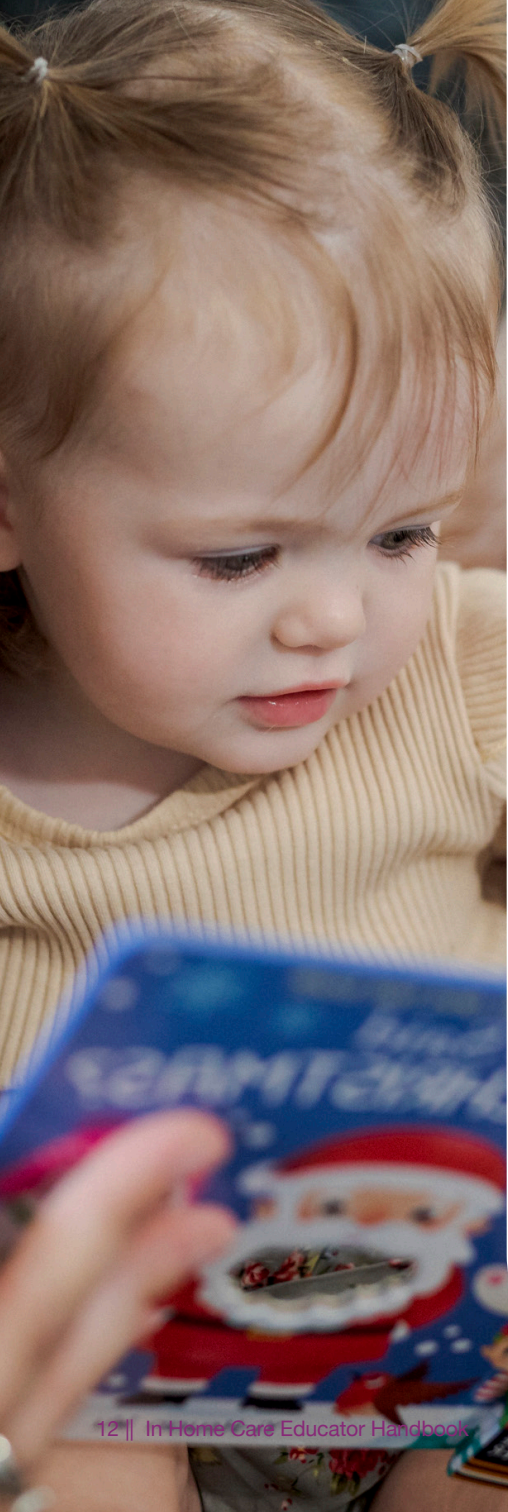


Policies and Procedures

Wanslea's In Home Care operates within a detailed suite of policies and procedures that help to set the boundaries of care and ensure good practices are maintained. You may ask the Early Years Team for a copy.

Policies and procedures are evaluated and reviewed regularly. We encourage your input, thoughts and ideas. You may provide feedback to Wanslea formally in writing or informally through the Early Years Team.

It is your responsibility to keep all children safe so that they can explore the world, grow and develop.



It's Your Business

Educators are not employed by Wanslea. All In Home Care educators are small business operators who are self employed. As a business owner, there are a range of matters you will need to be aware of in order to run a successful business. For example, you must fulfill all the administrative and business requirements of a self-employed person.

Hours and Fees

Educators are paid by the hour for the care they provide. They set their own fees per family that depend on their qualifications and the service they offer. Educators can care for up to five children from the same family.

Families pay the educator's fees directly to Wanslea. The family pays the difference between the Child Care Subsidy amount and what the educator charges. The Department of Education, Skills and Employment pays to Wanslea the Child Care Subsidy to which the family is entitled. Wanslea then pays the educator each week.

Educators pay a weekly fee to be registered with Wanslea In Home Care.

Educators are required by law to keep a Record of Attendance for each child, which must be signed by the parent for each period of care. Educators submit the original copy of these Attendance Records to Wanslea each week and this shows the hours for which they should be paid.

Superannuation is deducted by Wanslea and paid to the educator's nominated fund, in line with Australian Tax Law.

Wanslea's In Home Care Early Years Team can give you further information on hours and fees.



Insurance and Taxation

All educators are required to purchase public liability insurance. It is an important protection for educators as small business operators. Insurance is available to educators through the Family Day Care Australia Insurance Plan.

Information is available from the Early Years Team and at www.familydaycare.com.au

The Australian Taxation Office regards In Home Care educators as self-employed. You will need to lodge a tax return if a taxable income is earned and keep all records for taxation purposes. For more information, please visit www.ato.gov.au/businesses

Levy

Wanslea's fee structure includes two levies:

- Educator Levy: 10% of the fee charged to the family
- Parent Administration Levy: 10% in addition to the fee charged by the educator

These fees are to:

- Operate the In Home Care service
- Administer services (including payments and enrolment forms)
- Support from the Early Years Team, including home visits, information and newsletters
- Offer training and professional development
- Provide access to a network of other educators for peer support

What Does It Cost?

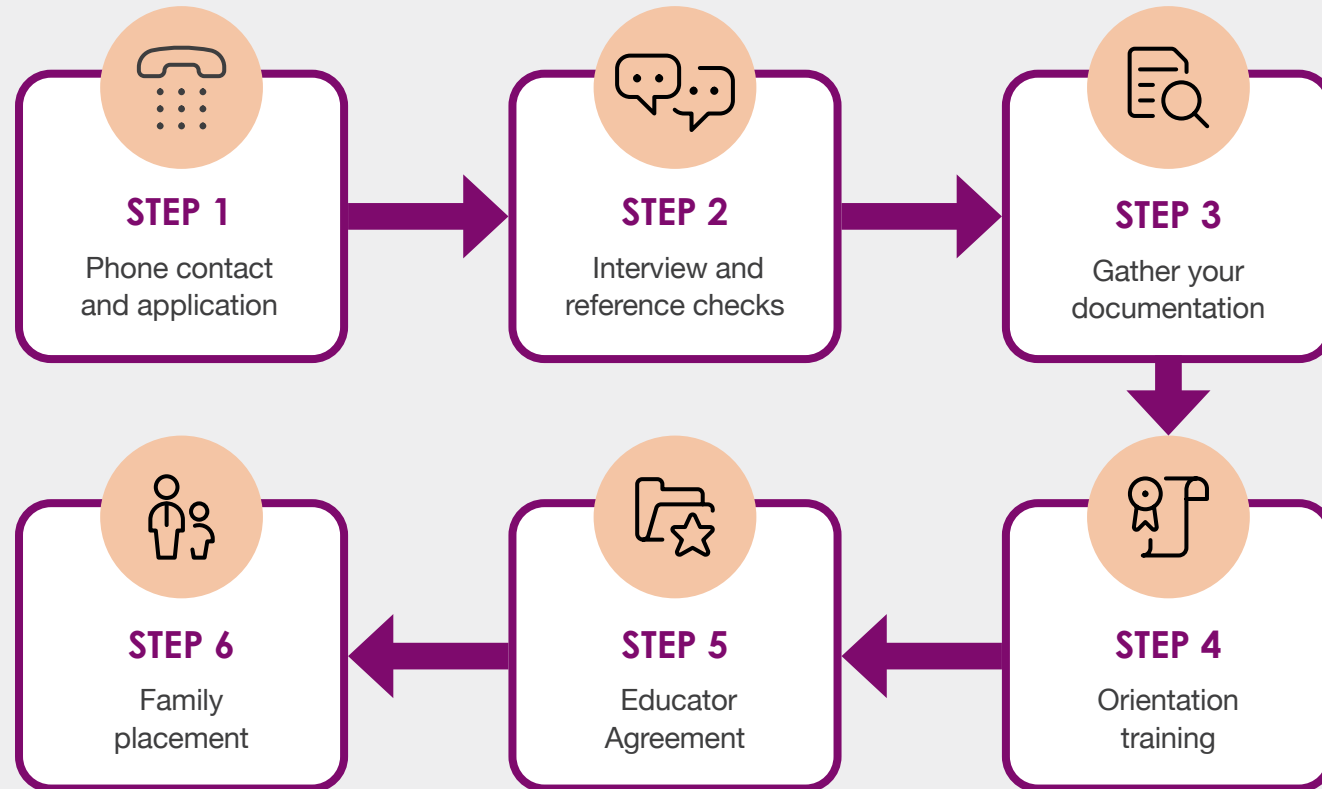
Most of the costs of setting up your business are tax deductible.

Here is a list of the things you need to purchase and where you can buy them. Prices vary and you will have to confirm them with the providers you select.

- First Aid Certificate: Australian Red Cross, St John Ambulance, Royal Life Saving Society WA and Tasmania or Surf Life Saving WA, NT and Tasmania
- National Police Certificate: no more than six months old
- Working With Children Check: Government of Western Australia
- Working With Vulnerable People Check: Government of Tasmania
- Working with Children Clearance: Government of the Northern Territory
- Public Liability Insurance: approved Australian provider
- Medical Clearance: your general practitioner



Steps To Starting My Business



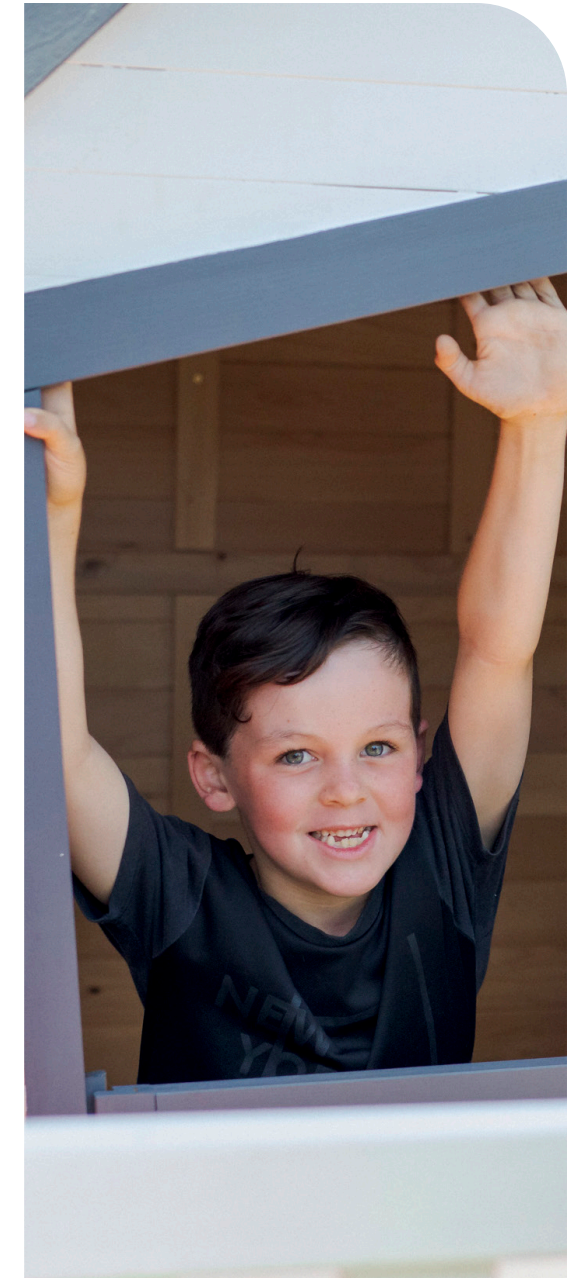
Selection Criteria

1. Eligibility

To be eligible to become an In Home Care educator, you must meet or be in the process of meeting these criteria:

- Provide proof of age (18 or over)
- Hold a current National Police Certificate (no older than six months when you first apply)
- Hold a current First Aid certificate that includes a CPR (cardiopulmonary resuscitation) qualification
- Hold a current Working with Children Check clearance, Working with Vulnerable People for Tasmania or Working with Children Clearance for the Northern Territory
- Provide a completed Wanslea In Home Care Certificate of Health
- Provide recent character references
- Have attained, or are working towards, a minimum Certificate III in Early Childhood Education
- Be an Australian citizen or a permanent resident or have the relevant visa for working continuously for 12 months or longer

You may apply for an Australian Business Number (ABN) and obtain Public Liability Insurance. Wanslea prefers educators to hold a current driver's licence and have access to a car. These additional requirements will be explained to you when you apply to become an educator.



2. Requirements

Wanslea requires all In Home Care educators to meet the following requirements.

In relation to children and families:

- Be physically and emotionally able to care for young children
- Be responsive to children
- Be able to communicate with children and families both verbally and written
- Have an appropriate understanding of young children's needs and development
- Be aware of, and sensitive to, the needs of children and their families
- Be committed to the need for confidentiality
- Be able to maintain a safe environment and understand potential hazards
- Actively supervise children in care at all times

In relation to Wanslea In Home Care:

- Maintain a current First Aid and CPR Certificate
- Attend regular Wanslea training and professional development
- Attend child protection workshops
- Attend In Home Care meetings
- Sign and abide by the Educator Agreement

- Advise Wanslea of any changes to your circumstances
- Display a strong commitment to quality care and a positive attitude to In Home Care as an early childhood and education care
- Maintain accurate records as required by Wanslea In Home Care
- Not be related to the family for whom they are providing care and disclose to Wanslea family connections where they exist
- Be responsive to visits by Wanslea's Early Years Team, as part of maintaining high quality care



Is This The Right Business For Me?

The role of In Home Care educator is rewarding and enjoyable, however, it requires you to be enthusiastic and committed to providing a high standard of care, and to have good organisational skills.

Please take the time to show your family members this booklet and discuss it with them. It is very important to have their understanding and support if you are to take this step.

Before proceeding, we ask you to take time to reflect on some questions.

- Can I imagine caring for children in their home?
- Do I really like children and know enough about them?
- Can I work with more than one child and still be able to give each child the attention, security and protection they need?

- Can I handle accidents and emergencies calmly and efficiently?
- Am I willing to work with the parents of the children I will be caring for – to share information and discuss the best ways to deal with issues?
- Am I passionate about children and excited by the idea of becoming a professional child care educator?
- Caring for children is physically and emotionally demanding. Am I in good health? Do I have the physical strength and stamina that will be needed?
- Will I be happy to have Wanslea's Early Years Team visit? Can I work with them and implement their suggestions?
- Will I be able to cope with the possible mess and clutter I may find in the homes I work in?
- Do I like the idea of taking responsibility for my own business?

In Home Care is available in:

WESTERN AUSTRALIA

E: inhomecare@wanslea.org.au

T: 1800 444 262

TASMANIA

E: inhomecaretas@wanslea.org.au

T: 1800 444 262

www.wanslea.org.au

Wanslea acknowledges the Traditional Owners of country throughout Australia and recognises their continuing connection to land, waters and community. We pay our respects to them and their cultures; and to elders both past and present.

