



## Section 20

# Files for Staff and Operators





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This section explains what is recommended to keep in a staff person's file. In the case of a Family Day Home, it is explained what is recommended to keep in the operator's file.

# 20

## Recommendation

An operator of a centre day care facility shall keep a file for each staff person working at the child day care facility, with the following information:

- (a) the immunization record and
- (b) a medical note stating that they are in good health and able to work in a child care facility;
- (c) the criminal record checks
- (d) proof of certification for First Aid and CPR ;
- (e) signed confidentiality agreement
- (f) contact information
- (g) copies of certificates or list of trainings in early childhood education or child development
- (h) vulnerable sector search (recommended)
- (i) current statement saying whether or not they have any outstanding criminal charges, and details (recommended)
- (j) the job description (recommended)
- (k) evidence of TB screening (recommended)

## Recommendation

### Files for All Staff in a Centre

#### Why

- A file for each staff person gives operators a way to file and keep track of information necessary for or relevant to the person's employment.

#### What it means

- This section applies only to operators of centres. The operator must set up a file for each staff person where they keep documents listed in the shaded box.
- If the operator works at the facility there must be a staff file for the operator.

#### How

- Set up a filing system for staff files – for example a filing cabinet with staff files organized alphabetically.
- Files for *all* staff persons must include:
  - proof of age – 19 for primary staff and 16 for support staff
  - updated immunization record
  - current criminal record check completed by the RCMP
  - qualifications – e.g., Certificate in Early Childhood Education or Child Development (if available)
  - current first aid certificate
  - current infant/child CPR certificate
  - evidence of TB screening
  - signed job description (recommended)
  - a vulnerable sector search completed by the RCMP (recommended)
  - current statement saying whether or not they have any outstanding criminal charges, and details (recommended)
- Use the personnel files to keep documentation of any training.

## Recommendation

An operator of a family home day care facility shall keep a file with the following information:

- (a) the immunization record
- (b) medical note stating they are in good health and able to work in the facility
- (c) the criminal record checks
- (d) proof of certification for First Aid and CPR;
- (e) signed confidentiality agreement
- (f) copies of certificates or list of trainings in early childhood education or child development
- (g) vulnerable sector search (recommended)
- (h) current statement saying whether or not they have any outstanding criminal charges, and details (recommended)
- (i) evidence of TB screening (recommended)
- (j) copies of criminal record checks for any adult who ordinarily resides in the private residence within which the child day care program operates
- (k) copies of vulnerable sector search for any adult who ordinarily resides in the private residence (recommended)
- (l) current statement saying whether or not any adult who ordinarily resides in the private residence have any outstanding criminal charges, and details (recommended)

## Recommendation

### File for a Day Home Operator

#### Why

- Information about the operator, back-up person and any adults who usually live in a family day home needs to be readily available for review by the Director and Regional Early Childhood Officer.

#### What it means

- This section applies only to operators of family day homes.
- The operator must set up a file where they keep documents listed in the shaded box.

#### How

- Keep a file for the operator of the family day home as well as the back-up person. The files must include:
  - updated immunization record
  - current criminal record check completed by the RCMP,
  - qualifications – e.g., Certificate Early Childhood Education or in Child Development (if available)
  - current first aid certificate
  - current infant/child CPR certificate
  - signed job description (recommended)
  - evidence of TB screening (recommended)
  - a vulnerable sector search completed by the RCMP (recommended)
  - current statement saying whether or not they have any outstanding criminal charges, and details (recommended)
- Keep a file with the following information:
  - copies of criminal record checks for any adult who ordinarily resides in the private residence within which the child day care program operates
  - copies of vulnerable sector checks for any adult who ordinarily resides in the private residence (recommended)
  - current statement saying whether or not any adult who ordinarily resides in the private residence have any outstanding criminal charges, and details (recommended)
- Use the files to keep documentation of annual training.
- Have the files available for review by the Regional Early Childhood Officer or Director if required.





