

## Educator Renewals (mandatory documents required for compliance)



This list is to assist in keeping items / documents current and up to date. Educators must have current Certificates at all times. Renewals of all certificates must be obtained prior to your expiry date.

**If certificates are not current, Educators are not able to work.**

All relevant documents relating to renewals are to be sent to: [renewals@choicesfdc.com.au](mailto:renewals@choicesfdc.com.au)

Legislative Requirements – Reviewed 30.06.23		Expiry Date	Date Renewed
Emergency Evacuations – emergency + lockdown practices; when new child starts and every 3 months			
Smoke Alarm Batteries (alkaline batteries changed annually, unless includes a 10-year lithium battery)			
Smoke Alarms (checked by self - monthly - Check that the light on the cover flashes)			
Safety Switch (checked by self - every 3 months)			
Evacuation Plan – displayed at all exits from the FDC area (reviewed annually)			
Gun Licence – sighted by coordinator	• Educator		
	• Adult Occupant		
<b>First Aid</b> - When booking Please notify RTO you are unable to work until official certificate received			
• Senior First Aid (every 3 years)			
• Asthma & Anaphylaxis (every 3 years)			
• CPR (annually)			
First Aid Box (residence) - checked for expired items (annually)			
First Aid Box (vehicle) - checked for expired items (annually)			
Car Restraint Check (every year)			
Regular Transportation, risk assessments and maps (annually or as changes occur)			
Regular Outing, risk assessments and maps (annually or as changes occur)			
Drivers Licence (if renewed online, proof of renewal required, sighted by coordinator )			
Risk Assessments for Residence (annually)			
Public Liability Insurance (monthly / yearly)			
Hubworks Registration (yearly)			
Child Protection Training (every 2 years)			
Blue Cards (every 3 years)	• Educator		
	• Adult Occupant		
	• Adult Occupant		
Medical Management Plan (reviewed annually or as required, please ensure all areas are completed)			
• Educator			
• Child			
• Child			