



One For All



## VIA Process for support to Family Day Care educators across Victoria

### Purpose

To have a clear process amongst VIA and FDC services in place for where a FDC service is based within one VIA region but has an educator, who requires program support or funding support, operating within another VIA region.

### Process

Where the FDC service location or head office is based will determine which VIA regional team initially supports the service. This support is likely to include discussions about:

- Inclusion strategies of the service at present
- 2 x IS Portal Service profile reflective questions
- Discussions about the Inclusion Planning
- The location and needs of the educator and
- Whether they will utilise Option A or B below to support the educator.

When the FDC service has an educator operating outside of the above region that requires VIA support, then the FDC service can choose support in the following two ways:

- A.** Support through the VIA region that head office is in (educator comes to head office location); or
- B.** Support through the local VIA region in which the educator is located.

**If Option 'A'** selected then support will be carried out as per usual – If support in relation to a particular child then VIA Parental Consent sort and discussions about barriers and strategies etc continue.

**If Option 'B'** is used by the FDC service the VIA process will be:

1. Team Leader or IP of VIA regional team contacts team leader in region where educator is based and 2 regions work out best way of moving this case forward. Agreement is reached on which IP will carry out each part of the VIA work including:
  - a. Support to complete Service profile
  - b. Support to develop educator profile
  - c. Support to identify barriers and develop appropriate strategies and actions
  - d. Support to develop case
  - e. Review and endorsement of the case
2. If support in relation to a particular child the 2<sup>nd</sup> region's IP contacts the educator to get VIA parental consent.

INCLUSION SUPPORT PROGRAMME (ISP) IS FUNDED BY THE AUSTRALIAN GOVERNMENT DEPARTMENT OF EDUCATION AND TRAINING. AS PART OF THE ISP, THE VICTORIAN INCLUSION AGENCY IS LED BY COMMUNITY CHILD CARE, AND IS DELIVERED IN PARTNERSHIP WITH YOORALLA AND KU CHILDREN'S SERVICES.



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