

# ASSESSMENT, APPROVAL & RE-ASSESSMENT OF APPROVED FAMILY DAY CARE RESIDENCE AND/OR VENUE POLICY

Under the Children (Education and Care Services) National Law and the Education and Care Services National Regulations, the approved provider of a family day care service must conduct an assessment (including a risk assessment) of each approved family day care residence and proposed venue before education and care is provided to children at the residence or venue. Following approval, an annual assessment must be conducted, including a risk assessment, of each family day care residence and/or approved venue to ensure that the health, safety and wellbeing of children who are educated and cared for by the service are protected. Records of all assessment must be maintained.

We aim to ensure the Family Day Care residence and/or venue protects children's health, safety and wellbeing. By conducting comprehensive assessments, including risk assessments, potential hazards that may cause injury or harm to children being cared for at a residence or venue are identified and actions to minimise potential risk are clearly documented and action taken to ensure compliance.

## **SCOPE**

This policy applies to the Approved Provider, Coordinator, Educators, Educator Assistant, children, families, and visitors of the Family Day Care Service.

## **IMPLEMENTATION**

Clarence Family Day Care Service will conduct assessments (including a risk assessment) of each approved family day care residence and approved family day care venue before education and care is provided to children and then at least once a year or beforehand if the environment changes (ie building work is undertaken or area is extended). The purpose of the assessment is to ensure the health, safety and wellbeing of children is protected. The Service will maintain a record of assessments undertaken and provide a copy to the FDC educator for their records.

Risk assessments are to be conducted to identify any potential hazards that may cause injury or harm to children being cared for, assess the risk of harm or potential harm and eliminate or minimise the risk by using control measures. Risk assessments are to be evaluated, reviewed and continually monitored. This may include conducting regular daily safety checks, regular WHS inspections and regular spot checks conducted by the Coordinator of the Family Day Care Service.

The Service is responsible for ensuring all approved FDC residences and venues are compliant to the National Regulations and understand that penalties apply for non-compliance including record keeping requirements.

### **The Approved provider will:**

- advise potential FDC educators of the requirement of assessment of their residence to comply with legislated regulations in order for approval to operate family day care including:
- suitability of the residence according to the number, ages and ability of children attending or likely to attend
- suitability of nappy change arrangements for children attending, or likely to attend
- existence of any water hazards, water features or swimming pool at or near the residence
- the risk posed by any animals at the residence or venue
- check the jurisdictional-specific requirements for assessing FDC residences and approved FDC venues- local planning and development laws
- advise potential FDC educators of consequences of non-compliance – suspension or cancellation of employment
- develop an assessment procedure/checklist to be used when assessing each FDC residence
- develop a re-assessment procedure/checklist to use when re-assessing each FDC residence
- develop a risk assessment procedure for FDC educators to implement to identify potential hazards and manage risks
- provide continuous and ongoing monitoring of the environment through regular home visits by the coordinator to observe the environment and if necessary, make recommendations to ensure compliance and safety for children at all times
- conduct a comprehensive annual assessment of each approved family day care residence and/or approved venue at least annually

- conduct an annual assessment of the family day care educator and educator assistant and any person over the age of 18 who resides or frequently visits the family day care residence while education and care is provided, as a 'fit and proper person'. The approved provider must also consider each person to have
  - a Working with Children Check, working with children cared or working with vulnerable people check
  - a criminal history record check issued not more than 6 months before it is considered (if requested by the service)
- provide a copy of the assessment and re-assessment to the FDC educator for their own records
- ensure educators and educator assistants hold current first aid certificate, anaphylaxis and asthma management training certificates and copies of these certificates are recorded at the principal office of the FDC Service

**In the case of non-compliance of National Regulations, the approved provider will:**

- notify the regulatory authority of matters in accordance with the notification requirements in sections 173-174 of the National Law and regulations 173-176
- conduct a meeting with the FDC educator to develop an action plan to ensure areas assessed as non-compliant are rectified within a specific time frame
- ensure ongoing monitoring and assessment of the FDC residence and educator's action plan by the coordinator

If there are other issues preventing compliance, the approved provider may take further action to suspend or cancel the approval of the residence as part of the FDC Service/Scheme and terminate the employment of the FDC educator.

**The FDC educator will:**

- provide a safe environment, meeting all regulatory standards by completing regular checklists, which monitor the suitability and safety of the education and care environment
- ensure the residence is set up to facilitate adequate supervision of children
- ensure the environment is free from tobacco smoke, alcohol and illicit drugs at all times
- ensure Working with Children Check (WWCC) is current at all times
- ensure any person residing in the residence over the age of 18 has a current WWCC
- provide a criminal history record check issued not more than 6 months before it is considered (if requested by the service)
- provide a a criminal history record check issued not more than 6 months before it is considered for any adult residing at the premise if requested by the service
- participate in annual assessments of their residence or more regularly if necessary
- ensure their residence meets all regulatory requirements including ensuring that the premises, furniture and all equipment and toys are safe, clean and in good repair
- ensure quiet, well-ventilated and comfortable sleeping spaces are provided for children's sleep and rest
- remove ladders from any bunk beds or make the top level of the bunk inaccessible to children under 8 years
- ensure all cots meet Australian Standards and are in good repair
- ensure all glazed areas of the residence or venue complies with glass Regulation 117 (2). The glazed area must be-
  - glazed with safety glass if the Building Code of Australia requires this,
  - treated with a product to prevent shattering if hit
  - or guarded by barriers to prevent a child from striking or falling against the glass.
- ensure that all equipment used complies with Australian Standards (cots, bedding, toys, electrical equipment)
- ensure floor coverings are secure and free from tripping hazards
- follow safety advice from recognised authorities and manufacturers

- ensure any play equipment or building structures are not placed near fences where children could gain a foothold and climb over a fence
- ensure gates and doors have childproof catches that prevent access to hazards including dams, roads, water features, spas or swimming pools
- ensure dogs and animals that may cause injury to children are housed in areas with secure fencing
- complete any risk assessments for pets, animals, large bodies of water or if required equipment
- ensure notification has been made to the approved provider of any proposed renovations and/or changes to the residence or venue that will affect the education and care provided to children at the service (at least two weeks' notice)
- comply with the outcomes of the residence pre-assessment and annual assessment in a timely manner (as per action plan if required)

**Assessments of family day care residences and /or venues may include ensuring:**

- children are provided with a safe, secure education and care environment that poses minimal risks
- children have access to sufficient furniture, materials and developmentally appropriate equipment suitable for their education and care
- all equipment and furniture used in providing education and care are safe, clean and in good repair
- the service has enough seats and developmentally appropriate utensils for children to use at mealtimes
- there are adequate facilities for safe handling, preparation, storage and disposal of food and beverages
- the location and design of toilets and hand washing facilities enable safe and convenient access by the children
- adequate supervision is provided for children when using toilet facilities
- adequate, developmentally and age-appropriate toilet, washing and drying facilities are provided
- hot water taps have temperature controls or safety guards to reduce risk of being scalded
- the suitability of nappy change facilities for children attending or likely to attend the service (including ensuring the educator is able to maintain hand on contact with a child during nappy changes)
- hygienic procedures are followed for cleaning the nappy change area between changes of children- including replacing paper on the change table, handwashing and use of gloves
- nappy change facilities are located in an area that prevents unsupervised access by children
- laundry facilities are adequate and appropriate for educators to deal with soiled clothing, nappies and linen
- laundry facilities are located and maintained in a way that does not pose a risk to children
- the service is well ventilated and has adequate natural lighting
- ensure all glazed areas of the residence or venue complies with glass sub regulation (2). The glazed area must be-
  - glazed with safety glass if the Building Code of Australia requires this,
  - treated with a product to prevent shattering if hit
  - or guarded by barriers to prevent a child from striking or falling against the glass.
- sliding doors have decals/transfers positioned at various eye levels of children
- the premises are maintained in accordance with all regulations and building standards
- sleep/rest environment and sleep equipment are fit for purpose
- consideration of evacuation procedures of infants and toddlers if their sleeping arrangements are located upstairs. (see specific risk assessments).
- any equipment with a fall height over 500mm has Australian Standard playground surfacing/soft fall to prevent serious head injuries
- fencing of the outdoor space used by children at the service is enclosed and is of a height and design that prevents preschool age children or under from getting beneath, through or over
- any items that children may use to assist them to scale a fence (play equipment, branches of a tree) are either removed or moved away from the fence

- all fences and gates are appropriately maintained to ensure the safety of children
- indoor spaces are kept at a temperature that ensures the safety and wellbeing of children
- existing water safety hazards, including water features and swimming pools at/or near the residence and/or venue are considered as part of the risk assessment
- if required, a current swimming pool compliance certificate is available for sighting
- the risk posed by animals at the residence or venue are carefully considered within the risk assessment
- all internal or external stairways, ramps, corridors, hallways or balconies are enclosed in such a way as to prevent a child being trapped or falling through or climbing over it
- power points are fitted with approved safety options or with an earth leakage circuit breaker
- safety plugs are installed when electrical points
- electrical appliances are kept out of reach of all children
- sandpits are covered at night and raked regularly to dispose of any animal faeces
- outside area is checked to prevent any pests or vermin (snakes, rats, mice, spiders)
- garden sheds/garages are kept locked
- firearms and ammunition are inaccessible to children at all times and are stored securely and separately in a locked cupboard at all times
- firearms licences of registered persons are provided to the approved provider
- trampolines may not be used whilst children are in education and care but this will be approved on a case by case basis and after discussion with Service and completion of a risk assessment
- for FDC venues only, the premises must have at least 3.25 square metres of unencumbered indoor space (Reg. 107) and 7 square metres of unencumbered outdoor space (Reg.108).

### **NATIONAL QUALITY STANDARDS**

QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.
3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

### **NATIONAL ECEC REGULATIONS**

Sec. 50A	Approval of a place as a family day care venue
Sec. 54(1A), (8A)	Amendment of service approval on application
Sec.103A	Offence relating to places where education and care is provided
Sec. 167	Precautions to be taken to protect children from harm or hazards
Sec. 174	Offence to fail to notify certain information to Regulatory Authority
Sec. 174A	Family day care educator to notify certain information to approved provider
26	Application for service approval – family day care service
63	Assessing approved education and care services
97	Emergency and Evacuation procedures
103	Premises, furniture and equipment to be safe, clean and in good repair
104	Fencing
105	Suitable and sufficient furniture, materials and developmentally appropriate equipment
106	Laundry and hygiene facilities
109	Toilet and hygiene facilities
110	Ventilation and natural light
116	Assessments of family day care residences and approved family day care venues

116 (2)	The suitability of nappy change arrangements- Water hazards- Risk posed by animals
117	Glass
163 (1), (2)	Residents at family day care residence and family day care educator assistants to be fit and proper persons
168	Education and care service must have policies and procedures
169	Additional policies and procedures – family day care service
170	Policies and procedures to be followed
172	Notification of change to policies or procedures
176A	Prescribed information to be notified to approved provider by family day care educator
177	Prescribed enrolment and other documents to be kept by approved provider
274	Swimming pools

## **REFERENCE & RELATED INFORMATION**

- ACECQA. (2021). Policy and procedure Guidelines. Assessment and Re-assessment of Residences and Venues for family day care
- ACECQA- (2018). Assessments of family day care residences and venues
- Kidsafe NSW. Kidsafe Family Day Care Safety Guidelines. 7th Edition. (2020).
- Clarence Family Day Care Policies