

FACILITIES – Assessment, approval and reassessment of FDC venues and residences

National Quality Standards - 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.
-------	--------------------	---

Education and Care Services National Regulations

26	Application for service approval – family day care service
63	Assessing approved education and care services
75	Information about educational program to be kept available
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

Related Policies:

- Home visits and Monitoring Policy
- Keeping a Register of Family Day Care Educators Policy
- Record Keeping Policy

Purpose:

To ensure that the safety, health and wellbeing of children and the rights and best interests of the children underpin our procedures and decision making.

Scope:

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

Policy:

Mt Alexander Day Care aims to ensure the health, safety and wellbeing of all children placed with our FDC service. Coordinators will conduct preliminary and ongoing assessments of FDC educators' venues and residences to ensure the delivery of child-safe environments.

Implementation:

The approved provider of a Family Day Care Service must conduct an assessment (including a risk assessment) of each residence and approved family day care venue of the service, ensuring:

- Children are provided with a safe, secure education and care environment that poses minimal risks
- Educators provide a safe environment, meeting all regulatory standards by completing regular checklists, which monitor the suitability and safety of the education and care environment
- All Educators and Educator Assistants hold current Working with Children Checks
- An assessment is conducted prior to any child or Educator commencing with the service
- The suitability of the residence or venue in accordance with the number, age and abilities of individual children attending or expected to attend the service
- 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 utensils for children to use at mealtimes
- 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 the risk of being scalded
- 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
- The premises are maintained in accordance with all regulations and building standards

- 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 glazed areas of the residence or venue comply with glass sub-regulation (2). Areas that are *a)* accessible to children and *b)* is .75m or less off the ground are either:
 - glazed with safety glass if the Building Code of Australia requires this, (or)
 - treated with a product to prevent shattering if hit, (or)
 - guarded by barriers to prevent a child from striking or falling against the glass.
- 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 is carefully considered within the risk assessment.
- A notification has been made of any proposed renovations and/or changes to the residence or venue will affect the education and care provided to children at the service.
- An annual assessment is conducted of the family day care Educator and Educator Assistant and any adult over the age of 18 residing at family day care residence
- Educators and Educator Assistants must hold current first aid certificate, anaphylaxis and asthma management training certificates
- A comprehensive annual assessment is conducted of each residence and approved family day care venue of the service.

Source: Kids Safe Victoria <https://www.kidsafevic.com.au/home-safety>
 Education and Care Services National Regulations, 2012
 The National Quality standards
 Australian Children's Education and Care and Quality Authority <https://www.acecqa.gov.au/>

Created: December 2019
 Review: March 2020