

EARLY YEARS POLICY



Early Years Services Family Day Care Equipment	Policy No:	QA 3.2
	Document No:	D15/35321
	Approved Date:	1 April 2014
	Approved By:	Manager Aged and Family
	Review Date:	28 May 2021
Responsible Officer:	Coordinator Early Years	
Authorising Officer:	Manager Community Strengthening	

1. Purpose

To ensure all equipment used for children whilst in care of the Surf Coast Shire Council Family Day Care Service is safe, appropriate and meets Australian Standards.

2. Scope

Evidence of link to National Quality Standards: 2.1.2, 2.3, 2.3.2, 2.3.3, 3.1.1, 3.12

Evidence of link to Education and Care Services National Regulations: 103, 105,

3. Application

Applies to all family day care staff, educators, children and families.

4. Definitions

Not applicable.

5. Policy

The Surf Coast Shire Council Family Day Care Service requires all educators to retain documentation that confirms all equipment meets Australian Standards.

Child restraints/Car seats

All child restraints/car seats that are used in the service by Family Day Care educators must be provided by the educator), and checked by registered vehicle child restraint fitters prior to use and then annually when re-registration is due.

- All child car restraints and harnesses must comply with relevant Australian Standards (AS/NZS 1754:2013, AS/NZS 1754:2010) Vehicle restraints must be destroyed after being involved in a collision or ten years after manufacture date.
- Vehicle restraints purchased second hand must be in excellent condition and not be used if they have been involved in a collision or are five years after manufacturing date, (instructions on use must be supplied by the previous owner and the restraint must meet Australian Standards)
- Family Day Care educators are required to have a clear understanding of the safe working instructions and potential hazards of car restraints and harnesses.

Other equipment

Family Day Care educators must purchase their own equipment, the Family Day Care educator, is required to notify the Coordination Unit for it to be checked and approved prior to use. This equipment will be checked annually at the Home Safety Check or as required as part of regular support visits.

- All equipment provided by Family Day Care educators must meet the relevant standards.
- Family Day Care educators are required to have a clear understanding of the safe working instructions and potential hazards of all equipment.

Child car restraints, harnesses:	AS/NZS 1754:2013
Household cots:	Standard AS/NZS 2172-2003
Portable cots:	Standard AS/NZS 2195:1999
Strollers and Prams	Standard AS/NZS 2088:2000
High Chairs with harnesses	Standard AS 4684-2009

- Cots, high chairs, strollers and car restraints are sold with instructions. A copy of the instructions must be retained for reference and available at all times.
- Follow use of equipment guidelines as per manufactures guidelines or the Safe Working Guide for the Child Care Industry 2003.
- All Family Day Care equipment must be maintained in a safe, clean, hygienic condition, in good repair at all times and stored indoors or covered in a garage.
- All equipment must only be used for its intended purpose.
- Coordination unit staff will regularly monitor the availability and safety of all equipment in a Family Day Care educator's home during support visits and formally during the annual home safety inspection.
- Use of bouncers or playpens must be approved by Family Day Care Coordination Unit. Each situation will be assessed and appropriate conditions applied.
- Approval of equipment used for Family Day Care is at the discretion of Coordination Unit based on the above requirements.

Equipment not to be used

- The following types of equipment are **not** to be used in Family Day Care as they have been deemed unsafe by specialists in the field.
 - Baby Walkers
 - Jolly Jumpers
 - Baby Slings
- The booklet "Safe Products for your baby" produced by Consumer Affairs Victoria highlights hazards, what to look for, and safety habits for each piece of equipment, particularly when there are voluntary/no standards. This includes but is not limited to change tables, playpens and rockers.

6. Records

Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Family Day Care Home Safety Checklist Template	Records	7 years after conclusion of engagement of FDC provider.	Off-Site

7. Attachments

Not applicable

8. References

Related Surf Coast Shire Council and Early Years Services Policies

D15/38696 Occupational Health and Safety Policy
D15/35312 Early Years Child Safe Environment Policy
D15/35333 Early Years FDC Transport/Vehicle Use/Authorisation Policy

Related Surf Coast Shire Council and Early Years Services Work Instructions and Forms

D17/51029 Family Day Care Home Safety Checklist Template

Other References

Kidsafe Family Day Care Safety Guidelines
Global Life Systems - A Safe Working Guide for the Child Care Industry 2003
Keeping baby safe – Consumer Affairs Victoria October 2008
ACCC Prams and Strollers regulations July 2008
infostore.saiglobal.com, July 5, (Standards Australia – high chairs)
Education and Care Services National Regulations
Education and Care Services National Law Act 2010
ACECQA National; Quality Framework Resource Kit
Childcare service Handbook (Department of Education)
Australian Standards (AS/NZS 1754:2013, AS/NZS 1754:2010 and AS/NZS 1754:2004)
National Quality Standards
Education and Care Services National Regulations
A Safe Working Guide for the Child Care Industry 2003.
Safe Products for your baby Consumer Affairs Victoria

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Amendment/Review 1:	01/06/2016	Approved by:	Managed Aged and Family
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