

Early Years Services – QA3.2 Family Day Care Equipment

TRIM Reference: D15/35321

Due for Review: 4 April 2024

Responsible Officer: Coordinator Early Years

Purpose

This policy outlines Surf Coast Shire Council's commitment 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.

Policy Principles

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.

Scope

This policy applies to all Family Day Care staff, educators, children and families.

Policy

The Surf Coast Shire Council Family Day Care (FDC) 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 FDC 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 must 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)
- FDC educators are required to have a clear understanding of the safe working instructions and potential hazards of car restraints and harnesses.

Other equipment

FDC educators must purchase their own equipment and 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 FDC educators must meet the relevant standards.
- FDC 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 2172-2013
Portable cots:	Standard AS/NZS 2195:2010
Strollers and Prams	Standard AS/NZS 2088:2013
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.
- Educators are required to follow use of equipment guidelines as per manufactures guidelines or the Safe Working Guide for the Child Care Industry 2003.
- All FDC 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.
- FDC Coordination unit staff will regularly monitor the availability and safety of all equipment in a Family Day Care educator's home / in-venue during support visits and formally during the annual home safety inspection.
- Use of bouncers or playpens must be approved by FDC Coordination Unit, each situation will be assessed and appropriate conditions applied.
- Approval of equipment used for FDC is at the discretion of FDC Coordination Unit based on the above requirements.

Equipment not to be used

- The following types of equipment are **not** to be used in a FDC setting, 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.

Definitions

FDC Family Day Care

Related Procedure

Nil.

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 (read only template- original accessed through WHS)

Other References

Kidsafe Family Day Care Safety Guidelines 2020
Keeping baby safe – Consumer Affairs Victoria October 2013
ACCC Prams and Strollers regulations
ACCC High Chair Regulations
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
A Safe Working Guide for the Child Care Industry 2003.

Document History

Version	Document History	Approved by – Date
1	Approved	General Manager Culture and Community – 1 April 2014
2	Amendment/Review	Managed Aged and Family – 1 June 2016
3	Amendment/Review	Managed Aged and Family – 21 June 2018
4	Amendment/Review	Manager Community Strengthening – 28 November 2019
5	Amendment/Review	Manager Community Strengthening – 17 May 2021
6	Amendment/Review	Manager Community Strengthening – 4 October 2022