

Early Years Services - QA3.3 Family Day Care Glass

TRIM Reference: D15/35327

Due for Review: 30 December 2023

Responsible Officer: Coordinator Early Years

Purpose

This policy outlines Surf Coast Shire Council's commitment to ensure that all:

- Family Day Care residences and venues comply with safety standards in relation to glass on the premises.
- Children in Family Day Care are protected from injury related to glass breakage.

Policy Principles

Evidence of link to National Quality Standards: 3.1.1,

Evidence of link to Education and Care Services National Regulations: 117

Australian Standards 1288-2006

Scope

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

Policy

The following policy and procedure applies:

(1) The approved provider of a family day care service must ensure that any glazed area of a residence or approved family day care venue of the service complies with sub-regulation (2) if the area —

- (a) is accessible to children; and
- (b) either -
 - (i) is 1 metre or less above floor level; or
 - (ii) if the residence or family day care venue was approved before 1 December 2014, is 0.75 metres or less above floor level.

(2) The glazed area must be -

- (a) glazed with safety glass, if the Building Code of Australia requires this; or
- (b) in any other case -
 - (i) treated with a product that prevents glass from shattering if broken; or
 - (ii) guarded by barriers that prevent a child from striking or falling against the glass.

Glass that has 'climbable' furniture placed in front of it will be required to comply with the above (1 meter above the foothold).

Compliance with the policy

- Areas used for child care, entrance and exit areas are to be identified and listed in the home safety check.
- If areas listed above comply with the policy, and the glass is stamped to indicate that it is safety glass, the Family Day Care Coordination Unit or Work Health and Safety officer can sign off on the Home Safety Check List.
- If it is certain that areas do not comply with the policy, glass is to be brought up to the standard listed in the policy and documented on the Home Safety Checklist and signed off by the Family Day Care Coordination Unit or Work Health & Safety officer.
- If re-glazing or film has been used, the Family Day Care Coordination Unit may request a certificate of compliance to be completed by an AS 1288 Accredited Glazier that clearly identifies the treated areas as documented on the Home Safety Check. If requested, a copy of the certificate is to be forwarded to the Family Day Care Coordination Unit by the Educator.
- Place easy to see stickers at adult and child height on large glass panels or sliding doors.
- Ensure glass areas are well lit at all times.
- Other methods (solid barrier) can be checked for compliance and signed off by the Family Day Care Coordination Unit or Surf Coast Shire Work Health & Safety Officer.
- If there is uncertainty as to whether glass complies with the policy, a glass audit is to be completed by an AS 1288 Accredited Glazier (educator to pay for cost, if any). The written audit is to be forwarded to the Family Day Care Co-ordination Unit.
- If areas of glass are replaced due to breakage etc., a certificate of compliance from an accredited glazier must be provided.

Definitions

Not applicable

Related Procedure

Nil.

References

Related Surf Coast Shire Council and Early Years Services Policies

D15/38696	Occupational Health and Safety Policy
D15/35364	Assessment, Approval and reassessment of Approved Family Day Care Residences and venues
D15/35312	Early Years Child Safe Environment Policy
D15/33004	Early Years Supervision of Children Policy

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

D14/28577	Family Day Care Supervision of Children Work Instructions
D17/51029	Family Day Care Home Safety Checklist Template

Other References

Australian Standards 1288 – 2006
Education and Care Services National Law 2010
Education and Care Services National Regulations 2011
ACECQA National; Quality Framework Resource Kit
Kidsafe Family Day Care Safety Guidelines

Document History

Version	Document History	Approved by – Date
1	Approval	General Manager Culture and Community – 01/04/2014
2	Amendment/Review	Manager Aged and Family – 01/06/2016
3	Amendment/Review	Manager Aged and Family – 05/09/2017
4	Amendment/Review	Manager Community Strengthening – 04/07/2019
5	Amendment/Review	Manager Community Strengthening – 09/11/2020
6	Amendment/Review	Manager Community Strengthening – 30/06/2022