

EARLY YEARS POLICY

Early Years Services Family Day Care Glass	Policy No:	QA 3.3
	Document No:	D15/35327
	Approved Date:	1 April 2014
	Approved By:	Manager Aged and Family
	Review Date:	4 January 2021
Responsible Officer:	Coordinator Early Years	
Authorising Officer:	Manager Community Strengthening	

1. Purpose

To ensure that all:

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

2. Scope

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.

3. Application

Applies to all Surf Coast Shire Family Day Care staff, educators, children and families

4. Definitions

5. Policy

The following policy and procedure applies:

Glass in internal and external child care areas, entrance areas and exit areas, (includes furniture, tables, sliding doors, cabinets, etc.) that is less than 750mm from floor level or a climbing foothold shall be:

- grade A safety glass, or
- safety filmed to Grade A safety glass, or
- protected by a solid secured barrier that prevents a child from striking or falling against the glass (ie: Perspex, timber [not slatted]).

Glass that has ‘climbable’ furniture placed in front of it will be required to comply with the above (750mm 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 Support Officer 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 Support Officer 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.

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

D15/35364 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

D15/117064 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

Approval Date:	01/04/2014	Approved by:	General Manager Culture and Community
Amendment/Review 1:	01/06/2016	Approved by:	Manager Aged and Family
Amendment/Review 2:	05/09/2017	Approved by:	Manager Aged and Family
Amendment/Review 3:	04/07/2019	Approved by:	Manager Community Strengthening

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