

Early Years Services – QA3.7 Assessment and reassessment of Family Day Care residences and venues

TRIM Reference: D15/35375 Due for Review: 4 April 2024
Responsible Officer: Coordinator Early Years

Purpose

Surf Coast Shire Council's Family Day Care Service acknowledges the importance of assessing and reassessing the suitability of educators' environments. The service conducts a thorough residence/in-venue assessment to identify hazards and minimise risks prior to registering all new educators, in addition to conducting ongoing compliance checks in line with the Surf Coast Shire Council Family Day Care Educator Agreement.

Policy Principles

Evidence of link to National Quality Standards: 2, 3.2.1, 4.1, 7.1.2, 7.1.3

Evidence of link to Education & Care Services National Regulations: 103 - 110, 116, 117; 169 (2) a)

Scope

This policy applies to Surf Coast Shire Council Family Day Care Coordination Unit staff current contracted Family Day Care educators and new contracted Family Day Care educator applicants.

Policy

Risks in the child's physical environment can be minimised by ensuring the safety of buildings, grounds, equipment, materials and furniture used at the service, and the safe storage and use of dangerous substances such as cleaning products and chemicals.

Family Day Care (FDC) and Work, Health and Safety Representatives are responsible for:

Conducting a thorough residence/in-venue inspection using the following assessment procedures:

1st Home Safety Visit

- After the successful interview a preliminary home safety check is conducted by a Family Day Care Coordination Unit staff at the educator's residence / in-venue.
- All hazards are identified and any safety modifications required are discussed with educator.

2nd Home Safety Visit

- *Family Day Care - Home Safety Checklist* is completed by FDC Coordination Unit staff and WHS advisor from the Surf Coast Shire Council.
- All hazards are identified and the *Home Safety Check List Form* is completed. Educator receives a copy of the hazards identified.
- Hazards identified are to be completed prior to the third home safety visit.

3rd Home Safety Visit

- Final Home Safety check is completed by FDC Coordination Unit Staff
- All identified hazards are checked to ensure compliance and signed off by FDC Coordination Unit Staff.
- If a hazard cannot be removed, then a risk assessment must be completed for residence or in-venue, identifying how to minimize the risk.
- A contract is issued on successful compliance.
- Home Safety Checklist is recorded on Councils record system.

Once this process has been completed and the FDC residence or in-venue is determined as a safe educational environment, the *Family Day Care Educator Agreement* along with other service registration requirements are signed for 12 months, with a three month probationary period.

If a FDC educators move premises, the new premises must be assessed prior to children commencing education and care with the educator in the new premises/in-venue.

Reassessment

- Annual Home Safety Check.
- Annual re-registration requirements form.
- Educator Appraisal completed.
- Remuneration discussed.
- New Educator Service Agreement is signed.

Ongoing Compliance

- Monthly support visits.

Educators will:

- Consistently conduct safety checks and monitor the maintenance of buildings and equipment.
- Follow safety advice from recognised authorities and manufacturers.
- Ensure all equipment used meets Australian standards.
- Inform the Coordination Unit of any changes to the residence or venue which will affect the education and care provided for children at the service.
- Provide relevant documentation for any renovations to the Family Day Care premises.
- Ensure premises, furniture and equipment are well maintained, safe and clean.
- Remove from use any equipment that is damaged or unsafe.
- Comply with the Surf Coast Shire Family Day Care service requirements at all times when the education and care service is operating.
- Complete a daily safety checklist
- Complete an annual home safety checklist.

Compliance with planning and development requirements

In addition to requirements under the Education and Care Services National Regulations, any premises proposed as a FDC venue must comply with relevant planning and development requirements imposed by the local government authority (e.g. local council). However, approval by the local government authority does not mean the premises will automatically be approved by the regulatory authority under the Education and Care Services National Law and Education and Care Services National Regulations. An approved provider may operate a FDC service at a venue other than a residence only if approved to do so by the regulatory authority, who will provide approval if it considers that exceptional circumstances exist (section 50A).

Definitions

Approved FDC Venue A place (other than a residence) approved by a regulatory authority under section 50A or 54(8A) as a FDC venue for an approved FDC service.

Related Procedure

Nil.

References

Related Surf Coast Shire Council and Early Years Services Policies

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| D15/35312 | Early Years Child Safe Environment Policy |
| D15/35364 | Early Years Sustainability Policy |
| D15/38683 | Early Years Water Safety Policy |
| D15/38696 | Early Years Occupational Health & Safety Policy |
| D15/35327 | Family day Care Class Policy |

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

- D14/28664 Family Day Care Renovations/Building Work Instruction
- D17/51029 Family Day Care Home Safety Checklist Template
- D15/77757 Family Day Care Registration Requirements Checklist
- D15/77600 Family Day Care Service Educator Agreement
- D16/86964 Family Day Care Daily Safety Inspection Checklist
- D15/77620 Family Day Care Educator Appraisal

Other References

- Education and Care Services National Law 2010
- Education and Care Services National Regulations 2011
- ACECQA National; Quality Framework Resource Kit
- Childcare Service Handbook (Department of Education)

Document History

| Version | Document History | Approved by – Date |
|---------|------------------|--|
| 1 | Approved | General Manager Culture and Community – 1 April 2014 |
| 2 | Amendment/Review | Manager Aged and Family – 1 June 2016 |
| 3 | Amendment/Review | Manager Aged and Family – 21 June 2018 |
| 4 | Amendment/Review | Manager Community Strengthening – 7 November 2019 |
| 5 | Amendment/Review | Manager Community Strengthening – 17 May 2021 |
| 6 | Amendment/Review | Manager Community Strengthening – 4 October 2022 |