

EARLY YEARS POLICY



Early Years Services Assessment, Approval and Reassessment of Approved Family Day Care Residences	Policy No:	QA 3.7
	Document No:	D15/35375
	Approved Date:	1 October 2015
	Approved By:	Manager Aged and Family
	Review Date:	7 May 2021
Responsible Officer:	Coordinator Early Years	
Authorising Officer:	Manager Community Strengthening	

1. Purpose

The Surf Coast Shire Council Family Day Care Service acknowledges the importance of assessing and reassessing the suitability of educators' environments. The service conducts a thorough residence/in-venue inspection 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*.

2. Scope

Evidence of link to National Quality Standards: 2.3, 6

Evidence of link to Education & Care Services National Regulations: 116; 169 (2) a)

3. Application

Surf Coast Shire Council Family Day Care Coordination Unit staff and Contractor Family Day Care educator applicants.

4. Definitions

Not applicable.

5. Policy

Family Day Care and Occupation and Safety Representatives are responsible for:

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

1st Home Safety Visit

- After the successful interview a preliminary home safety check is conducted by two Family Day Care Coordination Unit staff.
- Meet the educator at their home and conduct an initial home safety check.
- Discuss any safety modifications that may be required.

2nd Home Safety Visit

- *Family Day Care - Home Safety Checklist* is completed by a Family Day Care Representative and WHS advisor from the Surf Coast Shire Council.
- All hazards are identified and the *Home Safety Check Hazard Identification 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 a Family Day Care Representative
- All identified hazards are checked to ensure compliance and signed off by Family Day Care Representative
- A contract is issued on successful compliance .
- Home Safety Checklist is recorded on Councils record system.

Once this process has been completed and the Family Day Care 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.

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.

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
Family Day Care Registration Requirements Checklist	Records	7 years after conclusion of engagement of FDC provider.	Off-Site
Family Day Care Service Educator Agreement	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

- D15/35312 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

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

D14/28664	Family Day Care Renovations/Building Work Instructions
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
D16/87420	Family Day Care Educator Remuneration agreement

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)

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:	21/06/2018	Approved by:	Manager Aged and Family
Amendment/Review 3:	07/11/2019	Approved by:	Manager Community Strengthening
