

Early Years Services – QA3.7 Assessment, approval and reassessment of approved Family Day Care residences

TRIM Reference: D15/35375 Due for Review: 17 November 2022
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 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.

Policy Principles

Evidence of link to National Quality Standards: 2.3, 6

Evidence of link to Education & Care Services National Regulations: 116; 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 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 Family Day Care 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 Family Day Care Coordination Unit Staff
- All identified hazards are checked to ensure compliance and signed off by Family Day Care Coordination Unit Staff
- 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.

Definitions

Not applicable.

Related Procedure

Nil.

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)

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