

<b>Policy title</b>	3.2 Residence and Venue Assessment, Approval and Reassessment for Family Day Care
<b>Policy type</b>	Management
<b>Group</b>	Family and Children

## Rationale

The *Education and Care Services National Regulations 2011* (Regulation 116) requires the approved Responsible Person of a family day care (FDC) service to conduct an assessment (including a risk assessment) of each residence and approved FDC venue of the service:

- a) Before education and care is provided to children at the residence or venue as part of the service
- b) At least annually — to ensure that the health, safety and wellbeing of children being educated and cared for by the service are protected.

The purpose of this Policy is to ensure Council's Family Day Care residence and venue assessments approval and reassessment processes comply with and exceed requirements of the *Education and Care Services National Regulations 2011* (Regulation 116).

This Policy and Procedures is to be read in conjunction with 3.1 Child Safe Environment Policy and Procedures.

## Policy statement

Council's Family Day Care Service is committed to:

- ensuring the health, safety and wellbeing of all children placed with the service
- conducting preliminary and quarterly assessments of registered FDC educators'/contractors' homes to ensure the provision of safe environments for children in the FDC service

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Family and Children's Services	Michele Leonard	3.2 Residence and Venue Assessment Approval and Reassessment for Family Day Care Procedure	17/150836	August 2017	August 2019

The health, safety and wellbeing of all children placed with the Council's Family Day Care (FDC) service is of paramount importance. Risk management is key to the provision of safe environments for children in the FDC service. As a process of assessment, risk management aims to eliminate, isolate or minimise the extent of risk and potential loss to the Council, its employees, and all persons accessing services.

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<b>Procedure</b>	3.2 Residence and Venue Assessment, Approval and Reassessment for Family Day Care Procedure
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<b>Action</b>	<b>Approved provider</b>	<b>Responsible Person or Primary Nominee</b>	<b>Educator/contractor</b>	<b>Families</b>	<b>Education and Care Services National Regulations</b>	<b>Education and Care Services National Law Act 2010</b>	<b>Children's Services Regulations 2009 &amp; Children's Services Act 1996</b>
Undertake a risk assessment of each residence prior to a new contractor commencing.	✓	✓			r.116 r.103	s.167	r.14 s.26 s.29
Oversee and guide FDC educators/contractors to ensure adherence to the relevant Regulations, and to this Policy and Procedures.	✓	✓	✓		r.170	s.167 s.175	s.26
Ensure the service operates in line with <i>Education and Care Services National Regulations 2011</i> in relation to assessment, approval and reassessment of FDC residences.	✓	✓	✓		r.168-172 r.178-179	s.167 s.175	r.46 s.26
Ensure FDC educators/contractors have access to current professional development opportunities to remain current with safety considerations.	✓	✓	✓		r.245-247	s.167	s.26

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<p>The FDC educator/contractor will have available the required compliance certificates, including but not limited to:</p> <ul style="list-style-type: none"> <li>• fire protection equipment testing and tagging</li> <li>• residual current device</li> <li>• inspection of car restraints</li> </ul>	✓	✓	✓		r.116 r.103	s.167 s.175	r.93 s.26
<p>Ensure that every reasonable precaution is taken to protect children in their care from harm and from any hazard likely to cause injury.</p>	✓	✓	✓		r.103 r.77 r.90 r.127	s.167 s.165 s.169	s.26 s.27
<p>Regularly conduct a risk assessment to identify and rectify any potential safety issues. (Refer to Schedule 1 – Risk Assessment template).</p>		✓	✓		r.103	s.167	s.26
<p>Provide adequate supervision and offer children a clean and well-maintained environment at all times.</p>	✓	✓	✓		r.103 r.124	s.165 s.167 s.169	s.26 s.27
<p>Undertake a risk assessment of contractors' venues at least annually.</p>	✓	✓			r.103	s.167	s.26
<p>Ensure the safety of the education and care environment is maintained at all times, including times of renovation, and attend to areas requiring attention as identified in risk assessments.</p>	✓	✓	✓		r.103	s.167	s.26

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Families to communicate any issues or concerns related to a child's health, safety and wellbeing to the FDC educator/contractor and the FDC Coordination Unit.	✓	✓	✓	✓	r.170	s.167	s.26
FDC educators/contractors are advised to contact WorkCover to discuss any further obligations in relation to the Occupational Health and Safety Regulations of a small business operator.	✓	✓	✓			s.167	s.26
<p>Processes in regard to renovation of an FDC venue are to be adhered to as follows:</p> <ul style="list-style-type: none"> <li>• FDC educators/contractor must advise the FDC Coordination Unit 12 weeks prior of any proposed renovation to the residence</li> <li>• proposed changes to the residence affecting the previous risk assessment; for example, a new water feature or pet</li> <li>• other changes that will affect the education and care provided</li> </ul>		✓	✓		r.116-117 r.103	s.167 s.175	r.14 s.26

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### **Risk assessment of a family day care (FDC) educator's/contractor's residence**

- an initial risk assessment of an FDC educator's/contractor's residence is to be conducted by the FDC Coordination Unit prior to registration (see Schedule 1 of these Procedures for a template).
- prospective FDC educators/contractors are supplied details to ensure premises meet relevant Australian Standards, Australian Competition and Consumer Commission guidelines, and Kidsafe and SIDS recommendations where applicable. The Standards and recommendations must be demonstrated for approval.
- the assessment includes, but is not limited to, the following premises, furniture and equipment:
  - fencing and security
  - cleanliness
  - sufficiency of furniture, materials and equipment. All nursery furniture/equipment must meet relevant Australian Standards where applicable, Australian Competition and Consumer Commission guidelines, and Kidsafe and SIDS recommendations
  - adequacy of laundry facilities or other arrangements for dealing with soiled clothing
  - adequacy of toilet, washing and drying facilities
  - adequacy of ventilation and natural light
  - glass safety issues
  - suitability of the residence according to the number, ages and abilities of the children who attend or are likely to attend
  - suitability of nappy change arrangements
  - existence of water hazards, water features or swimming pools at or near the premises
  - any risks posed by animals
  - all hazards are identified and a Home Safety Check Hazard Identification Form is completed and a copy given to the potential educator/contractor
  - all identified hazards are checked to ensure compliance

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### **Quarterly reassessments of a family day care (FDC) educator's/contractor's residence**

- observations of the care environment made by the FDC Coordination Unit and the regulatory authority will be documented and are an integral part of normal home visits.
- the FDC Coordination Unit is to regularly conduct an assessment, focusing on a section of the premises during home visits and may direct the FDC educator/contractor to take remedial action. The FDC educator/contractor will have the opportunity to discuss the potential danger and demonstrate how it can be minimised.
- if the FDC Coordination Unit still considers the hazard to be potentially dangerous, the matter is referred to the Coordinator Childcare Services. The Coordinator will make an assessment of the potential danger and discuss the outcome with the FDC educator/contractor. If the FDC educator/contractor is dissatisfied with the result of this discussion they can register a complaint (refer to 7.2 Grievances and Complaints Policy).
- conduct reassessment of the premises at least quarterly. FDC educators/contractors are given prior notification when this is due to take place. If more time is required, the FDC educator/contractor must seek approval from the Coordination Unit Manager.
- clarify any issues arising from the workplace risk assessment with the FDC educator/contractor. The workplace risk assessment document will be returned to the FDC educator/contractor for filing in their OHS folder and the Coordination Unit will store a copy of the compliance documents.

### **Hazard identification**

- if the Coordination Unit identifies a hazard during regular home visits or conducting the workplace risk assessment, the FDC educator/contractor will have the opportunity to discuss the potential danger and demonstrate how it can be minimised.
- if the Coordination Unit still considers the hazard to be potentially dangerous, the matter is referred to the Coordinator Childcare Services. The Coordinator will make an assessment of the potential danger and discuss the outcome with the

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- FDC educator/contractor. If the FDC educator/contractor is dissatisfied with the result of this discussion refer to 7.2 Grievances and Complaints Policy.

### **Safe storage of dangerous substance**

- Provide a designated safe storage facility that is inaccessible to children, and will be available for:
  - all cleaning materials
  - disinfectants
  - poisonous and other dangerous substances
  - dangerous tools and equipment
  - toiletries
  - medication
  - first aid equipment
  - emergency medical equipment and drugs
  - jagged or sharp objects that pose a hazard to children
  - materials for preparation of children’s play such as paint, glue, small objects
- to minimise any adverse effects on the health and wellbeing of children, FDC educators/contractors will minimise the amount of chemical products stored in the FDC area and are encouraged to use environmentally friendly products wherever possible.
- all chemical products are to be stored in the original labelled container. Contact the manufacturer for a Material Safety Data Sheet for detailed information regarding safe use and storage of a chemical product.
- follow the manufacturer’s instructions as recorded on the Material Safety Data Sheet for the use, storage, disposal and first aid instructions of any chemical product used and stored in the FDC area.
- FDC educators/contractors may contact WorkCover for information on what type of products or quantities of products require a Material Safety Data Sheet for individual premises. All Material Safety Data Sheet information must be stored in an accessible location.

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- in the case of poisoning or potential hazardous ingestion, inhalation or skin or eye exposure has occurred, immediately call the Poisons Information Line on 13 11 26 or an ambulance on 000.
- only domestic quantities of chemical products are to be stored in the FDC area. Any chemical product or medication that requires refrigeration must be stored in a child-resistant container in the fridge.

### **Link to Council policies**

Council recognises that risk management is an integral part of good business practice as per the key performance indicator within Council's Enterprise Agreement (certified in August 2008). Council's principles for managing risk, highlighted in the Risk Management Policy and Risk Management Strategy, are derived from the Risk Management Standard: AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines. Risks shall be assessed in terms of their consequences and likelihood, and then prioritised according to their overall risk levels.

For more information on how to identify and manage risks within the service, refer to the Risk Management Strategy and the Risk Matrix and Assessment Form. (See Schedule 1 of these Procedures for a template.)

### **Resources and useful websites**

This Policy and Procedures are aligned to the following National Quality Standard  
[www.acecqa.gov.au/national-quality-framework/the-national-quality-standard](http://www.acecqa.gov.au/national-quality-framework/the-national-quality-standard)

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## Schedule 1 – Risk Assessment template

<b>Identify the activity</b>		<b>Location</b>		<b>Who may be at risk?</b>		
<b>Identify hazards, risks and rate the risks</b> 1. Divide the activity into tasks. 2. Identify the hazards and associated risks for each task. 3. List risk controls already in place. 4. Determine a risk rating using the Risk Rating Matrix below.						
Tasks	Hazards	Risks	Risk rating			Existing control measures
			Likelihood	Impact	Risk rating	
<b>Who conducted the Risk Assessment?</b> <b>Completed by:</b> <b>Signature:</b> <b>Date:</b>				<b>Who approved the Risk Assessment?</b> <b>Approved by:</b> <b>Signature:</b> <b>Date:</b>		

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Likelihood		Consequence	
<b>Almost certain</b>	Is expected to occur in most circumstances	<b>Insignificant</b>	Injuries not requiring first aid
<b>Likely</b>	Will probably occur in most circumstances	<b>Minor</b>	First aid required
<b>Possible</b>	Could occur at some time	<b>Moderate</b>	Medical treatment required
<b>Unlikely</b>	Not likely to occur in normal circumstances	<b>Major</b>	Hospital admission required
<b>Rare</b>	May occur only in exceptional circumstances	<b>Severe</b>	Death or permanent disability to one or more persons

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### Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost certain	Medium	High	High	Very High	Very High
	Likely	Medium	Medium	High	High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	Medium

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