

## ARMIDALE & DISTRICT FAMILY DAY CARE

### Assessment and approval and re-assessment of an Educator's premises

#### Policy

<b>Related documentation Policy/policies:</b>	Excursion/Motor Vehicle, Water Safety, Sunsafe, Home Visit and Complaint Handling Policies, Emergency Evacuation,
<b>Regulation/s/ Standards:</b>	Education and Care Services National Regulations 103, 104, 116, 117 NQS 3.1.1, 3.1.2, 3.2.1, 3.2.2
<b>Related procedures:</b>	Administering Medication, Safe Sleeping, Supervision, Pets, Work Health and Safety (Educators) and Nappy Change procedures
<b>References:</b>	Reading labels and material safety data sheets –Work Cover Catalogue No. 400 Guide 2006 <a href="http://www.safersolutions.org.au">www.safersolutions.org.au</a> Family Day Care Safety Guidelines –Kidsafe August 2014
<b>Date effective</b>	March 2023
<b>Date for review</b>	March 2026
<b>Purpose/s</b>	To ensure that Educators environments and practices meet the National Regulations, Law and Standards so that children's health, safety and wellbeing is protected whilst they attend registered Armidale & District Family Day Care services.
<b>Responsibility/applies</b>	Nominated Supervisor, Coordinators, Educators, Relief Educators

#### Key information:

- A comprehensive Safety Audit is conducted on FDSEE software when Educators are initially registered or re-registered with AFDC. The Safety Audit focuses on all areas of the Educator's residence/venue that are used for Family Day Care.
- Safety Audits are conducted atleast annually to ensure the Family Day Care environment is in line with Education and Care National Regulations, Law and AFDC Policies.

- Education and Care Services are assessed and rated by their state and territory regulatory authority. Ratings must be always displayed at the service, in addition to the rating certificate.
- Indoor and Outdoor daily safety checklists are to be completed prior to children arriving to care each day.
- It is the Educator's responsibility to ensure their environment, both indoor and outdoor remains the same as when it was approved and registered. Any changes the Educator wishes to make to the approved, registered environment the Educator is to consult the Nominated Supervisor.

**The Safety Audit will include:**

- Fencing and security-fences must be of a design and height that children cannot go through, over or under them.
- Glass safety management.
- The existence of nearby water hazards (dams, swimming pools or ponds).
- Any risks posed by animals.
- Stairways and balconies.
- The adequacy of light and ventilation.
- Toilet and hand washing facilities.
- Nappy change facilities.
- Children's sleep and rest facilities.
- Main indoor and outdoor care environments.
- Safety related to furniture used (nursery furniture must meet Australian Standards).
- Fire safety equipment (extinguisher, blanket and smoke alarms)
- If an Educator transports children, their driver's licence, car registration and child seat restraint checks are conducted and current.

Educators will also need to ensure their First Aid (HLTAID012), CPR, Public Liability Insurance, Child Protection Training, National Police Check, WWC and adult occupant WWC are current.

**The Coordination unit's role**

- The Nominated Supervisor or Coordinator will conduct a Re-Registration Safety Audit on each Educator's premises at least annually. Educators will be given the opportunity to prepare for these re-registrations.
- Coordinators will conduct routine Compliance Audits whilst on home visits and those observations of care environments will be documented and discussed with Educators. *If a Coordinator identifies a hazard during a home visit they will discuss this with the Educator and, depending on the risk, they will either require them to take immediate action or develop an action plan to eliminate/minimise risk within a specified timeframe.*

- Coordinators will supply ongoing information and specialist advice to Educators regarding safety in the home and changes to legislated safety standards.
- If the Coordinator feels that a risk has not been eliminated or sufficiently minimised the matter will be referred to the Nominated Supervisor, who will assess the potential danger and discuss the outcome with the Educator.
- Educators must advise the Nominated Supervisor of any proposed renovation or changes to the residence that could have an impact on children in care or that could affect the Safety Audit.

### **Pet/Animal management**

Upon registration and re-registration, Educator's with animals or pets are to complete a pet risk assessment for each animal residing in the FDC area. Parents are to be made aware of animals in the care environment and are required to sign the risk assessment. Animal/pet risk assessments are to be reviewed and updated at least annually.

### **Safe storage of dangerous substances**

A designated safe storage place, that is inaccessible to children, must be available for:

- All cleaning materials
- Poisonous or other dangerous substances
- Alcohol and cigarettes
- Dangerous tools or equipment
- Toiletries and medications
- First Aid equipment
- Jagged or sharp objects
- Any medication which requires refrigeration will be stored in a child resistant container in the fridge, or higher shelving.
- Any chemical needs to be stored in their original labelled containers in locked cupboard or a container that is child resistant and inaccessible to children.

Upon registration and re-registration, Educators are to review their Operational Requirements, and the AFDC Educator Agreement. Educators and AFDC Staff are to sign both the Operational Requirements and Educator Agreement documents.