

APPROVAL AND ASSESSMENT OF FAMILY DAY CARE PREMISES

AIM:

To attract family day care educators who can provide a safe and healthy home environment for children that meets all requirements of the Education and Care Services National Regulation 2011, Clarence Family Day Care policies and applicable work health and safety legislation.

To oversee an ethical and non-discriminatory assessment process.

To ensure continuity of educators to maintain quality education and care for children and families.

RATIONALE:

Clarence Family Day Care is responsible for conducting assessments of family day care residences, before care is provided to children in those premises, to ensure that the health, safety and wellbeing of children attending the service are protected.

The scheme also has a responsibility to ensure that persons over the age of 18 years who reside at or frequently visit a family day care residence while education and care is provided to children, are fit and proper persons to be in the company of children.

Education and care services also need to be child safe. This requires a selection process that attracts positive role models for children and people who will embrace the child protection principles held by Clarence Family Day Care. The scheme will therefore be vigilant in the assessment of educators and their family members who reside in the family day care residence to reduce the risk of registering unsuitable people.

POLICY:

Clarence Family Day Care conducts assessments of all family day care residences to ensure children are provided with a safe, secure education and care environment that poses minimal risk to children. Educators who cannot provide a safe environment that meets all regulatory standards will not be offered registration/re-registration with the scheme.

Staff and educators use checklists to regularly monitor the suitability and safety of the education and care environment.

The policy, **Safety Facilities In The Home – Providing A Child Safe Environment**, underpins this policy.

PROCEDURES:

Assessment of Residences

- The family day care premises must comply with the Education and Care Services National Regulations 2011 and Clarence Family Day Care policies.
- When recruiting new educators, Clarence Family Day Care will conduct an initial assessment of the proposed family day care premises to determine compliance with the conditions set down in the regulations and scheme policy, prior to any child being placed with the new educators service.
- Scheme staff and educators will use the scheme's Annual Safety Audit document as a template to ensure compliance with all recognised safety requirements.
- A formal, documented safety audit of the family day care premises will be undertaken by two scheme staff members and the educator at least annually, using the scheme's Annual Safety Audit document, to ensure that the health, safety and wellbeing of children being educated and cared for by the service are protected.

- Regular documented risk assessments will be completed by educators and/or coordinators to raise awareness of, and ensure compliance with specific issues relevant to the service at the time. These assessments may cover, but not be limited to, areas such as outdoor environments, water hazards, play equipment, cleanliness, pets and other animals.
- Routine visual inspections will take place during regular home visits by scheme staff. Any compliance issues identified at the family day care premises in the course of routine visits will be raised with the educator and a time frame for resolution agreed upon.
- **The educator holds the responsibility to ensure that their care environment is safe for children at all times whilst children are in attendance.**

Planned Developments

- All proposed renovations, extensions or alterations to the family day care residence (eg. building alterations, new fences), or any changes that may affect the suitability of the venue, the existence of water hazards, or a risk posed by an animal, or any other changes that may affect the education and care provided to the children at the service must be detailed and lodged on the scheme's **Notice of Change to Premises** form and discussed with the scheme manager, nominated supervisor or authorised staff person **prior to the commencement of work.**

Relevant Legislation: *Education and Care Services National Regulation 2011*; 104; 105; 106; 109; 110; 112; 116; 117; 124; 169

Education and Care Services National Law Application Act 2010;

Key Resources: *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*;
Clarence Family Day Care Annual Safety Audit 2016;
PSC Alliance Policy Template 2012. www.pscalliance.org.au