

2.1 ASSESSMENT, APPROVAL AND REASSESSMENT OF RESIDENCE

Policy No: 2.1

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PURPOSE to ensure that the health, safety and wellbeing of children being educated and cared for are protected

POLICY A comprehensive risk assessment is conducted on the educator residence that is used for family day care to access appropriate safety standards are met in accordance with regulations and current community standards; the coordination unit provides the family day care educator with a risk assessment document and current safety information to be used as a tool to identify compliance with the regulations

PROCEDURES

1. Risk Assessment

- 1.1 an initial risk assessment of a family day care educator's residence is conducted by coordinators prior to registration; prospective family day care educators are provided with details to ensure premises meet the standards; the standards must be demonstrated for approval; a final inspection of family day care residence is conducted to ensure premises and environment meet all requirements prior to educator commencing to provide a education and care service
- 1.2 the assessment includes, but not limited to, the following premises, furniture, equipment and environment:
 - 1.2.1 fencing and security
 - 1.2.2 the sufficiency of furniture, materials and equipment
 - 1.2.3 the adequacy of laundry facilities or other arrangements for dealing with soiled clothing
 - 1.2.4 the adequacy of toilet, washing and drying facilities
 - 1.2.5 the adequacy of ventilation and natural light
 - 1.2.6 glass safety issues
 - 1.2.7 the suitability of the residence according to the number, ages and abilities of the children who attend or are likely to attend
 - 1.2.8 suitability of nappy change arrangements
 - 1.2.9 the existence of water hazards, water features or swimming pools near the premises
 - 1.2.10 any risks posed by animals

- 1.3 family day care educators are to regularly conduct their own risk assessment to identify and minimise any potential safety issues
- 1.4 the family day care coordinators regularly conduct an assessment focussing on a section of the education and care residence or care venue during home visits; if any concerns or action is required they will be will discuss with the educator; any remedial action will be documented and followed up during the next home visit
- 1.5 the service provide family day care educators with information regarding safety in the residence or care venue; changes to safety standards are in response to areas of potential danger identified through documented accidents, insurance claims or specialist advice (refer to Work Health & Safety Policy)
- 1.6 all nursery furniture/equipment meets relevant Australian Standards where applicable; Australian competition and Consumer Commission guidelines; Kidsafe & SIDS recommendations
- 1.7 family day care educators are advised to contact Workcover to discuss any further obligations in relation to the Work Health and Safety regulations as a small business operator
- 1.8 nominated supervisor conducts re-assessment of the premises annually (on or near educator anniversary date) and if educator returns to register as an educator after an absence other than taking a recreation break; family day care educators are given prior written notification when this is due to take place; if the allocated date and time is not suitable to either party a more suitable time is negotiated
- 1.9 the family day care educator will have available the required compliance certificates including but not limited to:
 - 1.9.1 fire protection equipment testing and tagging
 - 1.9.2 residual current device
 - 1.9.3 RTA inspection of child vehicle restraints (if applicable)
 - 1.9.4 first aid certificate
 - 1.9.5 current public liability Insurance
 - 1.9.6 pool compliance certificate (if applicable)
 - 1.9.7 current NSW drivers license (if applicable)
 - 1.9.8 current medical practitioners certificate to state that the person is a 'fit and proper person'
 - 1.9.9 anaphylaxis and asthma certificate
- 1.10 the coordination unit will clarify any issues arising from the 'Assessment of family day care residence and approved day care venue' document with the family day care educator; the educator will be provided with a new 'Assessment of family day care residence and approved day care venue' annually; the Guide will be completed by the educator and used for the forthcoming year; the previous years Guide will be returned to the coordination unit to be filed in educators file for the required period

- 1.11 it is the responsibility of the family day care educator to ensure the safety of the environment is maintained at all times, including times of renovation and attending to areas requiring attention
- 1.12 if the coordinator identifies a hazard during regular home visits or conducting the annual workplace risk assessment, the family day care educator will have the opportunity to discuss the potential hazard and demonstrate how it can be minimised
- 1.13 if the coordinator still considers the hazard to be potentially dangerous the matter is referred to the nominated supervisor; the nominated supervisor will make an assessment of the potential hazard in accordance with the regulations and discuss the outcome with the family day care educator; if the family day care educator is dissatisfied with the result of this discussion refer to Complaints Policy
- 1.4 observations of the care environment made by coordinators and the regulatory authority will be documented and are an integral part of normal home visits
- 1.5 educators must advise the nominated supervisor of:
 - 1.5.1 any proposed renovation to the residence
 - 1.5.2 any changes relating to the residence affecting the previous risk assessment eg new water feature, new pet, change to areas within the residence of venue to be used to provide education and care
 - 1.5.3 any other changes that will affect the education and care provided

2. Safe storage of dangerous substance

- 2.1 a designated safe storage facility that is inaccessible to children will be available for:
 - 2.1.1 all cleaning materials
 - 2.1.2 disinfectants
 - 2.1.3 poisonous and other dangerous substances
 - 2.1.4 dangerous tools and equipment
 - 2.1.5 toiletries
 - 2.1.6 medication
 - 2.1.7 first aid equipment
 - 2.1.8 emergency medical equipment and drugs
 - 2.1.9 jagged or sharp objects that pose a hazard to children
 - 2.1.10 materials for preparation of children's play such as paint, glue, small objects
- 2.2 a daily inspection will be performed by the educator to ensure all items requiring safe storage have been appropriately secured
- 2.3 any chemical product or medication that requires refrigeration, must be stored in a child resistant container in the fridge
- 2.4 to minimise any adverse effects on the health and wellbeing of children, family day care educators will minimise the amount of chemical products stored in the Family Day Care area and are encouraged to use environmentally friendly products wherever possible

- 2.5 all chemical products will be stored in the original labelled container
- 2.6 family day care educators can contact the manufacturer for a Material Safety Data Sheet (MSDS) for detailed information regarding safe use and storage of a chemical product
- 2.7 family day care educators will follow the manufacturers instructions as recorded on the MSDS, (including the use of personal protective equipment), storage, disposal and first aid instructions of any chemical product used and stored in the family day care area
- 2.8 family day care educators can contact work cover for information on what type of products or quantities of products require an MSDS for individual premises; all MSDS information must be stored in an accessible location
- 2.8 in the case of poisoning or potential ingestion, inhalation or skin or eye exposure has occurred, the family day care educator is to immediately call the Poisons Information Line on 131126 or an ambulance on 000
- 2.9 only domestic quantities of chemical products are to be stored in the family day care area

Source:

- Education and Care Services National Regulation—116
- Work Health and Safety Act
- Australian competition and Consumer Commission
- Reading labels and material safety data sheets—Workcover Catalogue No 400 Guide 2006
- www.saersolutions.org.au accessed 8/7/10
- Family Day Care Safety Guidelines-Kidsafe-2009

Forms:

- Assessment of Family Day Care Residence and approved day care venue
- Annual Educator Assessment (AEA) Registration Document /s
- Home Visit Form