

POLICY

POLICY 2: ASSESSMENT, APPROVAL AND REASSESSMENT OF FAMILY DAY CARE RESIDENCES AND VENUES

OVERARCHING PERSPECTIVE:

Perspective: Quality Services
Policy: Services & Programs

POLICY:

To ensure that the health, safety and wellbeing of children being cared for and educated by the service are protected:

- An assessment (using Our Village Family Childcare Home and Vehicle Safety Check . see Appendices) of the educators residence will be conducted prior to an educator caring for and educating children at that residence.
- The residence will be assessed at least annually.

SCOPE:

This document applies to all Educators, Families and Coordination Unit Staff of Our village Family Childcare Service.

RATIONALE:

To ensure the FDC residence is safe and suitable for the education and care of children.

PROCESS:

Matters that will be considered as part of an assessment:

- The suitability of the residence (and areas within the residence) according to the number, ages and abilities of children attending, or likely to attend the residence.
- The suitability of nappy change arrangements for children who wear nappies attending or likely to attend the residence.
- Children's access to any water hazards, water features or swimming pool at or near the residence
- The risk posed by any animals at the service.

Educators must advise the Coordination Unit of:

- Any proposed renovations to the residence
- Any changes relating to the residence affecting any of the matters listed above, and any other changes that will affect the education and care provided to the children at the service.

EDUCATOR ANNUAL REASSESSMENT:

- Prior to expiration of the current Educator Agreement, information will be posted and forwarded to the educator, along with the required reassessment documents.
- Educators are to complete the self-assessment and Our Village Family Childcare Home and Vehicle Safety Check and appraisal review.
- An appointment is made for the reviews between coordination unit staff and the educator.
- Issues should be discussed with the quality education and care being highlighted.
- The service is under no obligation to offer a further contract and may decline to do so without explanation. If the service takes the option not to review the Agreement, this will be conveyed to the educator in writing.
- All Agreements and review will be signed off by both parties.

DEFINITIONS:


REFERENCES:

Education and Care Services National Regulations, 2011 . Regulation 168

RELATED DOCUMENTS:

- Fit and Proper Assessment of Family Day Care Educator, Assistants and Adults Residing at the Family Day Care Residences - 32
- Providing a Child Safe Environment & Child Protection - 7
- Engagement and Registration of Family Day Care Educators . 13
- Visitors to the FDC Residences - 47
- (SCH) Duty of Care Policy

This box to be completed after final draft has been approved.

Issue Date:	November 2016	Previous Review(s):	Mar '09, Nov '11, Jul '15
Issue Number:	Four (4)	Next Review:	November 2019
Owner:	Manager, Family Day Care	<p>Signed in accordance with Deed of Delegation: 29/11/2016</p> <p>X </p> <hr/> <p>Marcus Bosch General Manager, Child, Youth & Family Services Signed by: Marcus Bosch</p>	