

POLICY NO: 02 ASSESSMENT, APPROVAL AND REASSESSMENT OF FAMILY DAY CARE RESIDENCES AND VENUES

Key Policy Contact Person: Manager, Our Village Family Childcare

POLICY STATEMENT:

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 of the Educator’s residence will be conducted prior to an Educator caring for and educating children at that residence.
- The residence will be assessed at least annually.

CRITICAL INFORMATION:

Assessment of the home

- A Home Safety and Vehicle Check is completed by a member of the Coordination Unit. The Home Safety and Vehicle Check includes but is not limited to:
 - The suitability of the residence according to the number, ages and abilities of children attending, or likely to attend the residence.
 - Laundry, toilet, hygiene facilities and the suitability of nappy change arrangements for children who wear nappies attending or likely to attend the residence.
 - Child access to any water hazards, water features or swimming pool at or near the residence
 - The risk posed by any animals present at the residence.
 - Fencing
 - Equipment, furniture, materials etc.
 - Reasonable steps to ensure the needs to sleep and rest are met regarding the age, developmental stages, and individual needs of the children, by conducting a Sleep and Rest Risk Assessment.
- On the completion of the first safety check the prospective Educator has the opportunity to rectify any areas of non-compliance.
- Once the areas of non-compliances have been rectified the Educator is to advise the Co-ordination Unit that they are ready for their second safety check.
- If all areas of non-compliance have been rectified upon the second safety check, the home is approved for the provision of Family Day Care.

Note: if there are any outstanding non-compliances at this second check, the Educator will be given additional time to bring these up to standard. When the Educator has addressed these, they are to contact the Co-ordination Unit for further review.

Contents

POLICY STATEMENT: 1

PURPOSE: 2

SCOPE/RESPONSIBILITIES: 2

STATEMENT OF DIVERSITY 2

DEFINITIONS:.....2
 PROCEDURES:.....2
APPENDICES:.....6
 REFERENCES:6
 RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:.....6
 VERSION CONTROL AND LEGISLATION:7

PURPOSE:

To ensure the Family Day Care residence is safe and suitable for the education and care of children.

SCOPE/RESPONSIBILITIES:

This document applies to all Educators, Families and Coordination Unit Staff of Our Village Family Childcare (OVFC).

STATEMENT OF DIVERSITY

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQA+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

DEFINITIONS:

--	--

PROCEDURES:

All prospective Educators undergo an extensive recruitment and selection process. Approval for the provision of family day care of an Educators residence will only be given when compliance with regulatory and service requirements have been achieved. This will include a thorough assessment of the home with respect to the appropriateness of the residence, a Home Safety and Vehicle Check, and a risk assessment to ensure that the health, safety, and wellbeing of the children being educated and cared for by the service are protected.

Assessment of the home

- A Home Safety and Vehicle Check is completed by a member of the Coordination Unit. The Home Safety and Vehicle Check includes but is not limited to:
 - The suitability of the residence according to the number, ages and abilities of children attending, or likely to attend the residence.
 - Laundry, toilet, hygiene facilities and the suitability of nappy change arrangements for children who wear nappies attending or likely to attend the residence.
 - Child access to any water hazards, water features or swimming pool at or near the residence
 - The risk posed by any animals present at the residence.
 - Fencing

- Equipment, furniture, materials etc.
- Reasonable steps to ensure the needs to sleep and rest are met regarding the age, developmental stages, and individual needs of the children, by conducting a Sleep and Rest Risk Assessment.
- On the completion of the first safety check the prospective Educator has the opportunity to rectify any areas of non-compliance.
- Once the areas of non-compliance have been rectified the Educator is to advise the Co-ordination Unit that they are ready for their second safety check.
- If all areas of non-compliance have been rectified upon the second safety check, the home is approved for the provision of Family Day Care.
- Conducts a Sleep and Rest Risk Assessment Annually or as soon as practicable after becoming aware of any circumstance that may affect the safety, health, or wellbeing of children during sleep and rest (Early Childhood Education and Care Services National Regulations Current version July 1, 2023). All Risk assessments completed must include:
 - the number, ages and development stages of children being educated and cared for, including at each education and care service and FDC residence or approved FDC venue of the service.
 - the sleep and rest needs of children at the service (including specific health care needs, cultural preferences, sleep and rest needs of individual children and requests from families about a child's sleep and rest) including at each education and care service and FDC residence or approved FDC venue of the service.
 - the suitability of staffing arrangements required to adequately supervise and monitor children during sleep and rest periods.
 - the level of knowledge and training of the staff supervising children during sleep and rest periods
 - the location of the sleep and rest areas, including the arrangement of cots and beds within the sleep and rest areas, including at each education and care service and FDC residence or approved FDC venue of the service
 - the safety and suitability of any cots, beds and bedding equipment and having regard to the ages and developmental stages of the children who will use them.
 - any potential hazards in sleep and rest areas or on a child during sleep and rest periods
 - the physical safety and suitability of sleep and rest environments, including temperature, lighting and ventilation at each education and care service and FDC residence or approved FDC venue of the service.
 - for FDC service, which provide overnight care to a child, any risks that the overnight care provided at the family day care residence or approved venue may pose to the safety, health, or wellbeing of the child.
 - In the case of overnight Care, a separate Sleep Risk Assessment is completed to ensure the physical safety, suitability of sleep and rest environment (including temperature, lighting, and ventilation) ensuring the safety, health, and wellbeing of the child.
- Keeps records of each risk assessment is kept in each Educators file.

Note: if there are any outstanding non-compliances at this second check, the Educator will be given additional time to bring these up to standard. When the Educator has addressed these, they are to contact the Co-ordination Unit for further review.

Safety Film/Glass

Educators are required to have safety film or safety glass installed at all windows, internal doors and furniture containing glass to meet the Education and Care Services Regulation:

117 Glass

- (1) The approved provider of a family day care service must ensure that any glazed area of a residence or approved family day care venue of the service complies with sub regulation (2) if the area—
 - (a) is accessible to children; and
 - (b) is 0.75 metres or less above floor level.
- (2) The glazed area must be—
 - (a) glazed with safety glass if the Building Code of Australia requires this; or
 - (b) in any other case—
 - (i) treated with a product that prevents glass from shattering if broken; or
 - (ii) guarded by barriers that prevent a child from striking or falling against the glass.

Swimming Pools, Water Features, and other Potential Water Hazards

- Swimming pools, water features or other potential water hazards within the Educators residence or Family Day Care Residence must have monthly inspections completed and documented by the Coordination Unit to assess and identify any risks to ensure the health safety and wellbeing of the children around water.
- An inspection may be conducted in person or
- Subject to subregulation (6), remotely by means of technology that enables the approved provider or a person nominated by the approved provider to inspect the family day care residence or the approved family day care venue without being physically present.
Subregulation (6) An inspection must not be conducted remotely if—
 - (a) the previous 2 inspections of the family day care residence or the approved family day care venue were conducted remotely; or
 - (b) 6 or more inspections of the family day care residence or the approved family
- The Coordination Unit must ensure that any swimming pool at a family day care residence or approved family day care venue of the service has a fence that complies with the law of the participating jurisdiction that applies to fences around swimming pools in which the residence or venue is located.
- After completing the inspection, a written report needs to be completed that includes:
 - The address of the venues
 - The date and time of the inspection
 - The full name of the person who conducted the inspection and their signature.
 - Whether the inspection was conducted in person or remotely
 - If the person who conducted the inspection identifies that the swimming pool, water feature or other potential water hazards pose a risk details of the risk identified need to be documented including:
 - Actions of the person conducting the inspection considers should be taken to:
 - Rectify the risk.
 - Mitigate the risk before it is rectified.
 - An estimate of the time required to rectify the risk must be included. OR
 - If the person who conducted the inspection identifies that the swimming pool, water feature or other potential water hazards does not pose a risk.
- All inspection reports must be provided to the service Manager on whether risks have been identified or not. Any inspection reports identifying risks need to be reported and provided to

the Manager within 24hours otherwise all other inspection reports are to be provided to the Manager within 7 days.

- As soon as practicable all inspection reports need to be provided to the Educator.

Renovations/Changes to the Home

- At any time when renovations or changes to the home are to take place, the Educator must inform the Co-ordination Unit prior to and not less than two weeks before, where practicable, the work is to commence. This is to discuss and determine the appropriateness of the family day care environment whilst the works are being undertaken.
- The Co-ordination Unit in collaboration with the Educator will determine if:
 - Education and care can continue to be provided with no restrictions.
 - Education and care can continue to be provided with restrictions.
 - Education and care cannot be provided while the renovations are undertaken.
- In any of the above situation's conversations surrounding the changes/renovations will be documented and uploaded in the Educators file. The documentation will include information of the works to be undertaken, proposed time frame for the completion of the works, potential risks to the children and families, controls/restriction to be put in place, including any controls to be put in place through the undertaking of a risk assessment to minimize these risks, and a date for the home to be re-assessed.
- The Co-ordination Unit will continue to assess the suitability of the residence whilst the work is undertaken during home visits. If at any time it is felt that the home environment poses a risk to the children's health, safety, or wellbeing, this will be reviewed with the Educator and action taken as required so that this is not further compromised.
- At the completion of the renovations/changes, the Educator will contact the Co-ordination Unit to determine an appropriate time to undertake a final assessment of the home.
- Any changes relating to the residence affecting any of the matters listed above within the policy, 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 existing Educators undergo an annual safety check. Information will be posted and forwarded to the Educator, along with the required reassessment documents.
- Educators are to complete the self-assessment within Our Village Family Childcare Home and Vehicle Safety Check, Re Registration Checklist and Educator Appraisal document which covers the following:
 - Critical review on any past incidents
 - Strengths
 - Priorities
 - Goals of Educator for the next 12 months
 - Actions by the Educator to achieve these goals.
 - Provision of an Early Years Program
 - Assessment of children's participation and learning
 - Support from the Coordination Unit to assist Educator to meet the goals (ACECQA Quality Area 4 – Staffing Arrangements)
- An appointment is made for the reviews between coordination unit staff and the Educator.
- Issues should be discussed with the quality of 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.

In addition to this, Educators and Co-ordination Unit staff review and address and safety concerns during regular home visits throughout the year.

APPENDICES:

- Our Village Family Childcare Educator Position Description
- Our Village Family Childcare Home and Vehicle Safety Check
- Educator Appraisal
- Re Registration Checklist.

REFERENCES:

- [Education and Care Services National Regulations \(current version July 1, 2023\) – Regulation 168](#)
- [KidSafe Victoria](#)
- [VicRoads](#)
- [VicRoads Starting out Safely Program](#)
- [VicRoads Starting out Safely Program Newsletters](#)
- [Early Learning Association Australia – Victoria’s early childhood road safety education program](#)
- [ACECQA - Guide to the National Quality Framework](#)
- [ACECQA – Keeping Pets and Animals in Education and Care Services](#)

RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:

- Fit and Proper Assessment of Family Day Care Educator, Assistants and Adults Residing at the Family Day Care Residences – 32
- Sleep, Rest and Bedding - 9
- Educator Agreement Termination or Suspension – 39
- Occupational Health and Safety - 28
- Provision of Qualifications, Information, Assistance and Training to FDC Educators -34
- Child Safe Environment and Child Protection – 7
- Child Safety and Wellbeing - 55
- Engagement and Registration of Family Day Care Educators and Coordination Unit Staff – 13
- Engagement and Registration of Family Day Care Educator Assistant - 5
- Visitors to the FDC Residences & Care Venues – 47
- Environmental Sustainability - 50
- Insurance – Public Liability – 35
- SCCH Client Empowerment Policy and Procedure
- Home and Vehicle Safety Check Work Instruction
- Orientation of FDC Educators Work Instruction

- Overnight Care Work Instruction
- Recruitment of FDC Educators Work Instruction

VERSION CONTROL AND LEGISLATION:

For office use only (to be completed by the Quality, Safety & Compliance unit)			
Document Owner:	Chief Operating Officer	Version Number:	2.0
Date Approved:	3 July 2024	Review Date:	3 July 2027
Document Type:	Team	Approved By:	Chief Operating Officer
Legislation:			