

ASSESSMENT AND REASSESSMENT OF RESIDENCES AND VENUES FOR FAMILY DAY CARE

PRINCIPLE

Greater Shepparton City Council Family Day Care Coordination Unit are committed to ensuring the safety, health and wellbeing of children attending the service by assessing, reassessing and appropriately managing any risks or hazards that exist at each family day care residence or approved family day care venue.

GUIDELINES

Children's Services will ensure:

1. The Family Day Care Coordination Unit conduct an assessment (including a risk assessment) of each proposed residence and each proposed family day care venue before education and care is provided to children at the residence or venue and at least annually – as part of the service to ensure that the health, safety and wellbeing of children being educated and cared for by the service are protected (*Education and Care Services National Regulation 116(1),(1B)*).
2. During an annual assessment (*Appendix 18.1 – Greater Shepparton Family Day Care Annual Safety and Hygiene Check*) will be completed
3. On completion of an annual assessment of the family day care residences, any issues identified that need to be completed will be sent to the Family Day Care Independent Contractor (educator) and an appointment will be arranged to re-check the residence within two weeks of the initial annual safety and hygiene check.
Any issues identified of high priority will be acted upon immediately, with the Coordination Unit requiring service immediate action.
4. All records of assessments undertaken of each family day care residence and approved family day care venue are stored electronically and made available on request by the Regulatory Authority.
5. The following must be considered as part of the assessment (*Education and Care Services National Regulation 116 (2)*):
 - the matters relating to family day care services in *Division 1 Education and Care Services National Regulations* and glass requirements as outlined in guideline 7 of this policy
 - the suitability of the residence (and areas within the residence) or venue, according to the number, ages and abilities of children attending, or likely to attend the service at the residence or venue;
 - the suitability of nappy change arrangements for children attending, or likely to attend the service at the residence or venue, who wear nappies;

- the existence of any water hazards, water features or swimming pool at or near the residence or venue;
 - the risk posed by any animals at the residence or venue .
6. The *ACECQA Information sheet - Assessments of Family Day Care Residences and Venues* is to be considered when conducting an assessment
<https://www.acecqa.gov.au/sites/default/files/2018-03/FDCAssessmentsOfResidencesVenues.pdf>
7. Any glazed area of a family day care residence or approved family day care venue complies with the following (*Education and Care Service National Regulation 117*):
- any glazed area of a residence that is -
 - (a) accessible to children; and
 - (b) either—
 - is of or below the height above floor level, specified by AS 1288-2006 *Glass in buildings—Selection and installation*, approved on behalf of the Council of Standards Australia, published on 16 January 2006, incorporating Amendments Nos 1 and 2; or
 - if the residence was approved before 1 June 2014, is 0.75 metres or less above floor level.
 - the glazed area must be-
 - (a) glazed with safety glass, if the Building Code of Australia requires this; or
 - (b) in any other case
 - treated with a product that prevents glass from shattering if broken; or
 - guarded by barriers that prevent a child from striking or falling on the glass
8. Each Family Day Care Independent Contractor (educator) educating and caring for children at a residence or approved family day care venue as part of the service are to advise the Family Day Care Coordination Unit of the following (*Education and Care Services National Regulation 116(3)*) :
- any proposed renovations to the residence
 - any changes relating to the residence as outlined in the assessment
 - any other changes to the residence that will affect the education and care provided to children at the service
9. For the purpose of (*Education and Care Services National Law - Section 176A(c)*) the following prescribed information is to be notified to the Family Day Care Coordination Unit:
- any renovations or changes to the family day care residence or venue that create a serious risk to health , safety and wellbeing of children attending or likely to attend the family day care residence or venue (*Education and Care Services National Regulation 176(A)*).
10. Family Day Care Independent Contractors (educators) :
- must ensure that children being educated and cared for are provided with an environment that is free from smoke, tobacco, illicit drugs and alcohol (*Education and Care Services National Regulation 82*)
 - are required to complete (*Appendix 18.2 – Record of Family Day Care Smoke Alarm Check*) at the start and end of day light savings, and (*Appendix 18.3 – Record of Family Day Care Gas Heating and Pest Control Check*) with Greater

Shepparton Family Day Care Annual Safety and Hygiene Check and again with 6 monthly Equipment Check.

- are required to complete a risk assessment before using new equipment purchased for the use in education and care at their residence.
- will ensure that the equipment and materials are used in accordance with the manufactures guidelines.
- will maintain their residences equipment and furnishings and ensure (*Appendix 18.4 – Greater Shepparton Family Day Care Daily Hygiene and Safety Checklist*) is completed daily before education and care is provided to children.
- will conduct risk assessments prior to excursions and routine outings, to ensure the proposed areas visited are safe and suitable for the number and ages of the children attending. Refer to the *Excursions Policy*.
- will ensure that all vehicles used to transport children whilst being educated and cared for at the service are road worthy, clean and the correct child restraints are used. Refer to the *Transportation Policy* and <https://www.vicroads.vic.gov.au/searchresultpage?q=child%20restraints%20>

Related Policies

- Emergency Situations
- Engagement or Registration of Family Day Care Independent Contractors (educators)
- Excursions
- Governance and Service Management
- Infectious Diseases
- Monitoring, Support and Supervision of Family Day Care Independent Contractors (educators)
- Excursions
- Nutrition/Food/Beverages/Dietary Requirements
- Providing a Child Safe Environment
- Safe Sleep and Rest Practices
- Sun Protection
- The Provision of Information, Assistance and Training to Family Day Care Independent Contractors (educators)
- Transportation
- Water Activities

National Quality Standards – 2.1.2; 3.2.1; 3.2.2; 7.1.2

Education and Care Services National Law 2010 –167

Education and Care Services National Regulations 2011 –: 82; 103 – 110; 116; 117; 169(2)(a)

Sources and Reference Tools

- *Education and Care Services National Regulations 2011*
- *Education and Care Services National Law Act 2010*
- *DET - Guide for Family Day Care Educators*
[https://www.education.vic.gov.au/childhood/providers/regulation/Pages/Guideforfamilydaycareeducators\(educators\).aspx](https://www.education.vic.gov.au/childhood/providers/regulation/Pages/Guideforfamilydaycareeducators(educators).aspx)
- *DET - Family Day Care Services*
<https://www.education.vic.gov.au/childhood/providers/regulation/Pages/Family-day-care-services.aspx#link35>
- *ACECQA – Assessments of Family Day care Residences and Venues – Information sheet*

Reviewed: September 2021
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