

ASSESSMENT, APPROVAL AND MONITORING OF FAMILY DAY CARE VENUES AND RESIDENCES

POLICY

To ensure the provision of safe environments for children that maintain at least the minimum legislative requirements.

Each venue and residence of the service is to be assessed prior to education and care being provided to children, and on at least an annual basis thereafter.

We aim to ensure each venue and residence provides for the health, safety and wellbeing of all children being cared for, with their rights and best interests and developmental needs as paramount.

PROCEDURE

An ongoing assessment process is used to ensure Family Day Care residences and venues provide for the wellbeing, safety, education and care of children at those residences and venues. Prior to engaging in a contract and on an annual basis thereafter, the Coordination Unit will assess the suitability of each venue and residence, with particular consideration to the number, ages and abilities of children attending, or likely to attend, the service at the venue or residence; the suitability of nappy change arrangements for children attending, or likely to attend, the service at the venue or residence, who wear nappies; the existence of any water hazards, water features or swimming pool at or near the venue or residence; the management of animals at the venue or residence; and the existence and management of glass in areas accessible to children at the venue or residence. Further information on these hazards, including glass can be found in the Child Safe Environment Policy as well as in the Family Daycare Risk Assessment Checklist.

Educators must inform the Coordination Unit any proposed renovations to the residence or venue; and any other changes to the residence or venue that will affect the education and care provided to children at the service.

Assessment Prior To Registration:

1. Building Futures Care will assess each proposed residence or venue before the education and care of children is offered, to ensure that the health, safety and wellbeing of children are protected. The assessment tool used in this process is the Family Daycare Residence Risk Assessment checklist completed on location by a coordinator or nominated supervisor with the potential educator.
2. When deciding whether a residence is suitable, the coordinator or nominated supervisor will work with the educator to ensure education and care is where possible mainly offered in the habitable areas of the residence, that is the areas that are lived in or could be lived in.

3. If the Family Day Care Educator is determined as non-compliant in meeting the Family Day Care Service requirements the coordination unit will inform the Educator which points need to be rectified before registration can be completed.

Annual Reassessment of The Approved Family Day Care Residences and or Venues:

1. Reassessment will be conducted annually or additionally if required. The Family Day Care Educator will be provided with a copy of the Family Daycare Residence Risk Assessment Checklist for self-assessment.

2. A coordinator will attend the venue or residence to assess the environment against the requirements stated on the checklist and will keep a copy on the Family Day Care Educator's file.

3. Once the checklist has been approved by the nominated supervisor the Educator will be given a new registration certificate valid for a year.

4. If the Family Day Care Educator is determined as non-compliant in meeting the Family Day Care Service requirements:

- a) a compliance action plan will be issued; or
- b) the Educator's registration will be cancelled.

RELEVANT LAWS, SOURCES AND OTHER PROVISIONS

Education and Care Services National Regulations (116; 117)

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