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ASSESSMENT OF FAMILY DAY CARE RESIDENCES AND APPROVED VENUES POLICY

National Quality Standard: QA2, QA6 (see footnote for definition)

Policy: Ballina Byron Family Day Care acknowledges the importance of assessing and reassessing the suitability of educator's environments. The service will develop practices to initially assess and reassess educator's venues and to train educators in this process.

Background: The physical environment plays a critical role in keeping children safe; reducing the risk of unintentional injuries; contributing to their wellbeing, happiness, creativity and developing independence; and determining the quality of the children's learning.

Relevant legislation:

- Children (Education and Care Services National Law Application) Act 2010 Part 3.
- Education and Care Services National Regulations 2011 – clauses 116-117
- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2011 (NSW)
- National Quality Standard – Quality Area 2 and 6

Key resources:

- Guide to the Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011 (ACECQA).
- National Quality Standard 2011 (ACECQA).
- Guide to the National Quality Framework 2011 (ACECQA).
- Guide to the National Quality Standard 2011 (ACECQA).
- Childcare Service Handbook 2011-2012 (DEEWR).
- Frequently asked questions Work Health and Safety Legislation Overview of the model work health and safety (WHS) Act

Practices:

Co-ordination Unit Staff will:

- Develop a workplace Health and Safety Audit based on the requirements of the National Law and Regulation to use in the assessment and re-assessment of family day care residences and approved venues.
- Develop a procedure for the completion of the workplace health and safety audit by educators on an ongoing basis. This must be completed annually.

Educators will:

- Consistently conduct safety checks and monitor the maintenance of buildings and equipment.
- Follow safety advice from recognised authorities and manufacturers.
- Develop a schedule for cleaning toys and all equipment.
- Ensure all equipment used complies with Australian Standards.

- Inform the co-ordination unit in writing of any proposed renovations to the residence or venue (at least 4 weeks before).
- Inform the co-ordination unit of any changes to the residence or venue which will affect the education and care provided to the children at the service.
- Inform the co-ordination unit if another service/business will be operating at the same residence or venue.
- Ensure premises, furniture and equipment are safe clean and well maintained.
- Complete the annual review audit.
- Comply with the workplace health and safety audit requirements at all times the education and care service is operating.

Policy Created: August 2012

Policy Ratified at Committee Meeting (date)

Signed: Title:

NQS Definitions:

QA2 – Children’s health and safety.

QA6 – Collaborative partnerships with families and communities.