

**ASSESSMENT/REASSESSMENT AND
APPROVAL OF FAMILY DAY CARE**

AUTHORISATION

POLICY TYPE:	Operational
POLICY LOCATION:	Corporate
RESPONSIBLE OFFICER:	Children Services Coordinator
AUTHORISED BY:	Director, Corporate and Community Services
DATE ADOPTED:	4 July 2023
ADOPTED BY:	Manex
MINUTE NO:	
REVIEW DUE DATE:	June 2026
REVISION NUMBER:	5
RELATIONSHIP TO THE COMMUNITY STRATEGIC PLAN	This policy supports Council's Delivery Program Strategy 4.2: Provide quality, accredited and affordable Education and Care Services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile Resource Unit and Toy Library services).

DOCUMENT HISTORY

VERSION NO.	DATE	DESCRIPTION OF AMENDMENTS <i>Include names of former policies that this policy will replace if applicable</i>	AMENDED BY <i>(Where required)</i>
0	16 October 2021		
1	June 2014		
2	November 2018		
3	May 2019		
4	June 2021	Format to new template and update	CSU Coordinator
5	June 2023		CSU Coordinator

REVIEW OF THIS POLICY

This Policy will be reviewed within Three (3) years from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendment that are to the advantage that Council and in the spirit of this Policy.

Any amendment to the Policy must be with the approval of the General Manager/Manex.

1. Purpose:

To ensure that the health, safety and wellbeing of children being educated and cared for by the service are protected, whilst assisting and guiding current (and prospective) FDC Educators to identify potential hazards to children enrolled at the service to reduce and manage any risk.

2. Scope:

This policy document applies to all Family Day Care Educators registered with the Bland/Temora Family Day Care Service, with Bland Shire Council as its Approved Provider.

3. Outcomes:

Bland/Temora Family Day Care Educators will provide a safe and secure environment for all enrolled families. Prior to an Educator operating as a Family Day Care Educator a thorough assessment (including Risk Assessment) will be carried out on each Applicant/Educator and the residence where care will be provided. This assessment will be reassessed on an annual basis.

4. Roles and Responsibilities:

Bland/Temora Family Day Care service will assess each proposed residence before education and care of children is offered. This is to ensure the health, safety and wellbeing of children in care are protected.

The assessment tool used for this is the Educator Workplace Safety Audit (EWSA), completed on location by either the Coordinator or Support Officer and the prospective Educator.

Educator Workplace Safety Audit

The Family Day Care Service must meet the following assessment terms –

- Any glazed area of a residence utilised or accessible for FDC complies with the Education and Care Services National Regulation 117.
- The premises, furniture and are equipment are suitable for the children who attend the service.
- Fencing and security is adequate.
- The residence is suitable for the ages and abilities of children likely to attend.
- There are suitable nappy change and bathroom facilities available, including washing/drying hands.
- The area is well ventilated and has natural light.
- Any risk posed by any existing water hazards, water features or swimming pool at or near the property is managed and documented through a risk assessment.
- Any risk posed by any animals at the service is minimalised, managed and documented in a risk assessment.

Annual Reassessment of the approved FDC residence

The EWSA must be completed by the Coordination Unit annually, prior to the registration expiring.

The FDC Educator will be provided with a copy of the EWSA form to review and clarify all areas used for FDC are compliant prior to the physical audit taking place.

A floor plan of the residence forms part of the EWSA, the Educator must indicate the areas used for the FDC service and cannot alter these parameters without the Coordination Unit completing another EWSA.

Upon completion of the EWSA, a signed copy is electronically filed at the Coordination Unit and the original returned to the Educator. With the approval of the Nominated Supervisor, the Educator will receive a registration certificate valid for one year.

It is the Educators responsibility to maintain areas in the home that are utilised for FDC purposes, ensuring children safety at all times. The Support Officer will monitor and document any areas they feel need amending or attention during monthly monitoring visits.

Prospective Educators

Prospective Educators will undergo a preliminary audit to review any changes/adjustments required to commence the application process.

Renovations and changes to service

All proposed changes to the FDC residence that directly affects the education and care service will require written notification to the Coordination Unit at least one month prior to renovations commencing. Any renovated area will undergo a EWSA prior to providing Education and Care Services.

Non-Compliance

In the event the FDC 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 Educators registration will be cancelled.

5. Definitions:

Risk Assessment – Identifies potential hazards that may cause injury or harm to the children being cared for at the residence, and describes actions to minimise risks.

FDC Residence – the residence which a FDC Educator educates and cares for children as part of the FDC Service.

EWSA – Educator Workplace Safety Audit – Specialised audit carried out by the Coordination Unit and Educator to ensure regulations are met at the residence and the FDC environment is safe and hygienic.

6. Legislation and Supporting Documents:

Education and Care Services National Regulations

Education and Care Services National Law

Guide to the National Quality Framework 2020