

**ASSESSMENT AND APPROVAL AND
REASSESSMENT OF FAMILY DAY CARE
(FDC) RESIDENCES AND APPROVED
FDC VENUES**

AUTHORISATION

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POLICY LOCATION: <i>(eg. Corporate, Engineering, etc.)</i>	Community Services
RESPONSIBLE OFFICER: <i>(by position title)</i>	Children Services Unit Coordinator
AUTHORISED BY: <i>(GM or Director Title)</i>	Director Corporate and Community Services
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REVISION NUMBER:	4

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>
4	June 2021	Format to new template and update.	CSU Coordinator
3	21.05.2019		
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REVIEW OF THIS POLICY

This Policy will be reviewed within two (2) 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 by way of a Council Resolution or the approval of the General Manager.

1. Purpose:

- To ensure that the health, safety and wellbeing of children being educated and cared for by the service are protected.
- To assist prospective and current FDC Educators to identify potential hazards to children in the operation of a FDC business and to reduce the risks associated with these.

2. Scope:

This policy document applies to all Family Day Care educators registered with the Bland/Temora Family Day Care Service.

3. Outcomes:

Bland/Temora FDC Service will not utilise approved venues as part of their service.

Bland/Temora FDC Service will;

- conduct an assessment, including a risk assessment, of each family day care residence before the commencement of education and care.
- conduct an assessment, including a risk assessment, of each family day care residence at least once a year.
- maintain a record of assessments undertaken of each family day care residence.

4. Roles and Responsibilities:

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

The assessment tool used for this purpose is the Educator Workplace Safety Audit, completed on location by a member of the Coordination Unit staff with the prospective educator.

Educator Workplace Safety Audit

The Family Day Care Service must ensure as part of the assessment that:

1. Any glazed area of a residence used or accessible for FDC complies with the Education and Care Services National Regulation 117.
2. The premises, furniture and equipment are suitable for the children who attend the service.
3. Fencing and security are adequate.
4. There is suitable and sufficient furniture, materials and equipment.
5. The residence is suitable for the ages and abilities of the children likely to attend the service.
6. There are suitable nappy change arrangements for children attending.
7. Suitable toilet, washing and drying facilities are available.
8. There is enough ventilation and natural light available.
9. The risk associated with the existence of any water hazards, water features or swimming pool at or near the service is managed and documented through a risk assessment.
10. Any risks posed by any animals at the service is minimised.

Annual Reassessment of the approved FDC residence.

The Educator Workplace Safety Audit must be completed by the Coordination Unit annually before Educator registration expires.

The FDC educator will be provided with a copy of the Educator Workplace Safety Audit form to review and ensure all areas used for FDC are compliant prior to the audit taking place.

Educators must indicate the areas of the home which will be used for the operation of their early education and care business. These areas must be indicated on a floor plan of the building. This floor plan forms part of this Educator Workplace Safety Audit. Any changes to the areas used in the home must have a Safety Audit completed before the areas can be used for FDC.

Educators and Coordination Unit staff will arrange a time to mutually complete the Educator Workplace Safety Audit in the FDC residence.

A copy of the completed and signed document will be kept at the Coordination Unit Office and the original is to be kept by the Educator and made available upon request. Once the Audit has been approved by the Nominated Supervisor, the Educator will be given a new registration certificate valid for one year.

It is the Educators responsibility to ensure that the areas of the home which will be used for the operation of their FDC business are a safe place for children at all times.

Prospective Educators

Prospective Educators will undergo a preliminary audit to review what changes and/or adjustments will need to be made before they commence the application process.

Renovations and changes to the service

Any proposed renovations, changes relating to the service or any changes to the residence that will affect the education and care provided to the children at the service must be notified to the Coordination Unit, in writing, at least one month before these changes occur.

Any changes to the areas used in the home must have an Educator Workplace Safety Audit completed before the areas can be used for care.

Non- Compliance

If the family day 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:

A RISK ASSESSMENT - A risk assessment identifies potential hazards that may cause injury or harm to the children being cared for at the residence or venue, and describes actions to minimise risk.

A FDC RESIDENCE - a residence at which a FDC educator, educates and cares for children as part of a FDC service. The education and care premises is outlined as each part of a residence used to provide education and care to children as part of a family day care service, or, used to provide access to the part of the residence used to provide education and care.

6. Legislation and Supporting Documents:

Education and Care Services National Regulations

Education and Care Services National Law

Guide to the National Quality Framework 2018

Australian Standard AS 12858-2006; Standards Australia; www.standards.org.au

Building Code of Australia - AS 1288-2006 Glass in buildings—Selection and installation

Australian Glass & Glazing Association – Glazing for Family Day Care Centres (AGGA Technical note); www.agga.org.au

AS 1288 Supplement 1—2006, Glass in buildings—Selection and installation (Supplement to AS 1288—2006)

7. Relationship to Community Strategic Plan:

This Policy supports Council's Delivery Program Strategy *DP4.2 Provide quality, accredited and affordable Education and Care Services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile Resource Unit, Vacation Care and Toy Library services).*

8. Attachments:

Appendix A: Taken from Building Code of Australia - AS 1288-2006 Glass in buildings

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5.10 SCHOOLS, EARLY CHILDHOOD CENTRES, AGED CARE BUILDINGS AND NURSING HOMES

5.10.1 General

Glazing used in schools, early childhood centres, aged care buildings and nursing homes shall be in accordance with Clause 5.10.2 or 5.10.3.

The requirements of this Clause are in addition to the requirements for doors (see Clause 5.2) side panels (see Clause 5.3), openings capable of being mistaken for a doorway or opening (see Clause 5.4) and areas subject to high risk of breakage (see Clause 5.24). All mirrors shall be glazed in accordance with Clause 5.11.

5.10.2 Schools and early childhood centres

Glazing within 1000 mm of the floor level or ground level shall be Grade A safety glass in accordance with—

- (a) Table 5.1 for fully framed glazing; or
- (b) Table 5.3 for unframed glazing.

5.2 DOORS

Glazing in doors shall be Grade A safety glass that complies with the maximum areas of safety glazing as set out in Table 5.1.

The following are specific requirements or exceptions:

- (a) Wardrobe doors with mirror, as defined in Clause 1.4.56, where the mirror is not completely adhered to a solid backing, shall be Grade A safety organic-backed mirror (e.g., vinyl-backed) in accordance with Table 5.1.
- (b) Doors in bathrooms, ensuites and spa rooms shall be in accordance with Clause 5.8.
- (c) Unframed doors other than those incorporated into shower screens or bath enclosures shall be glazed with toughened safety glass with a minimum nominal thickness of 10 mm or laminated toughened safety glass with a minimum total thickness of 10 mm. Exposed edges shall have sharp edges removed.
- (d) Roller doors, tilting doors, roller panel doors and sectional doors may use ordinary annealed glass which shall be in accordance with Column 1 of Table 5.2.
- (e) Individual pieces of ordinary annealed glass incorporated in leadlights may be used, to a maximum area of 0.05 m² with a minimum nominal thickness of 3 mm. Larger areas of ordinary annealed glass are not permitted regardless of glass thickness.
- (f) For annealed and annealed decorated glass panels in doors the following applies:
 - (i) For 3 mm and 4 mm annealed glass, the maximum area shall not exceed 0.1 m² with a maximum panel width of 125 mm
 - (ii) For 5 mm and 6 mm annealed glass, the maximum area shall not exceed 0.26 m² with a maximum panel width of 300 mm
- (g) For annealed glass in fully framed panels with a thickness of 10 mm or greater, with or without bevelled edges, the maximum area shall not exceed 0.5 m².

NOTES:

- 1 The requirements for the glazing of doors are the same for residential and non-residential use.
- 2 Doors of all operational types are included, e.g., hinged, sliding, folding and stacking, etc.

5.3 SIDE PANELS

5.3.1 General

Glazing in side panels, with the nearest vertical sightlines less than 300 mm from the nearest edge of the doorway opening shall be glazed in accordance with the following:

- (a) Fully framed side panels All fully framed glazing in side panels, wholly or partially within 1200 mm from floor or ground level, shall be of Grade A safety glass in accordance with Table 5.1, with the following exceptions:
- (i) A minimum of 5 mm ordinary annealed glass may be used up to a maximum area of 0.3 m².
 - (ii) Individual pieces of ordinary annealed glass incorporated in lead lights may be used, to a maximum area of 0.05 m² with a minimum nominal thickness of 3 mm. Larger areas of ordinary annealed glass are not permitted regardless of glass thickness.
 - (iii) For decorated glass the following applies:
 - (A) For 3 mm and 4 mm annealed glass, the maximum area shall not exceed 0.1 m² with a maximum pane width of 125 mm
 - (B) For 5 mm and 6 mm annealed glass, the maximum area shall not exceed 0.26 m² with a maximum pane width of 300 mm
 - (iv) For annealed glass with a thickness of 10 mm or greater, with or without bevelled edges, the maximum area shall not exceed 0.5 m².
- (b) Unframed and partly framed side panels:
- (i) Without exposed edges All unframed or partly framed glazing in side panels, without exposed edges, wholly or partially within 1200 mm from the floor or ground level, shall be Grade A safety glass in accordance with Table 5.3.

NOTE: An example of unframed glass side panel without exposed edges would be flat or curved panels silicone butt-jointed and the assembled panels contained in a perimeter frame.

- (ii) With exposed edges All unframed glazing in side panels with exposed edges shall be toughened safety glass with a minimum nominal thickness of 10 mm or laminated toughened safety glass with a minimum total thickness of 10 mm in accordance with Table 5.3. Exposed edges shall have sharp edges removed.

NOTE: The values for toughened safety glass in Table 5.3 are also applicable to laminated toughened safety glass.

- (iii) Louvres in side panels Louvres in side panels shall be glazed in accordance with Clause 5.12.

NOTES:

- 1 A side panel may or may not be in the same plane as the doorway
- 2 The requirements for glazing side panels are the same for residential and non-residential buildings.

5.4 GLAZING CAPABLE OF BEING MISTAKEN FOR A DOORWAY OR OPENING

5.4.1 General

Glazing, excluding doors and side panels glazed in accordance with Clauses 5.2 and 5.3,

which may be capable of being mistaken for—

- (a) a doorway;
- (b) an opening that could provide access to, or egress from, one part of a building to another; or
- (c) an opening between inside and outside of a building, and can result in human impact, shall be Grade A safety glass in accordance with—
 - (i) Table 5.1 for framed glazing; or
 - (ii) Table 5.3 for unframed glazing.

5.4.2 Exceptions

Glazing that conforms to any one of the following shall not be considered to be capable of being mistaken for a doorway or opening:

- (a) The sight size width is less than or equal to 500 mm.
- (b) The sight size height is less than or equal to 1000 mm.
- (c) The lowest sightline of the opening, as shown in Figure 8.1, is 500 mm or greater above the floor or ground level.
- (d) The glazing is opaque, patterned, or a leadlight.
- (e) Where a crash/chair rail, handrail or transom is provided and located with its upper edges not less than 700 mm or its bottom edge not more than 1000 mm above the floor level.
- (f) The panels are louvres with a blade width (i.e., shortest side) not greater than 230 mm.
- (g) The glazing protects a difference in level of 1000 mm or more.

5.11 MIRRORS AND OTHER TYPES OF GLASS SUBJECT TO RISK OF HUMAN IMPACT

Where mirrors and other types of glass are required to be Grade A safety glass, ordinary annealed glass may be substituted when the panel is fully backed by and completely adhered to a solid material.

NOTES:

- 1** Examples of where full backing is provided include walls, timber cupboards or wardrobe doors.
- 2** Examples of other types of glass include mirror tiles and painted or ceramic frit glass.
- 3** It should be noted that toughened safety glass mirrors are likely to distort as a result of the toughening process.

5.23 IDENTIFICATION OF SAFETY GLASS

5.23.1 Original panels

Each original panel of safety glazing material shall be legibly marked in accordance with AS/NZS 2208. Marking may be by either a label of a type that cannot be removed and reused or a permanent mark on the glass surface.

5.24 AREAS SUBJECT TO HIGH RISK OF BREAKAGE

In all those parts of buildings where the planned activity can generate a high risk of breakage from human impact, such as in or about gymnasiums, swimming pools and spa pools and enclosures, part of schools, halls, public viewing galleries in stadiums and the like, Grade A safety glazing material in accordance with Table 5.1 or 5.3 shall be used.

NOTE: Parts of schools referred to in the requirements of this Clause include glazing situated within 5000 mm of areas where activities such as those in relation to playgrounds, courts or marked out playing fields occur, unless otherwise protected by a permanent barrier.

All fire-rated glazing shall conform to this Section; however, Grade B safety wired glass may be used in accordance with the maximum area specified in Table 5.1, provided the area does not exceed the fire-rated frame manufacturer's performance size limitations.

TABLE 5.1
MAXIMUM AREAS OF SAFETY GLASS

	Type of glazing	Nominal thickness (mm)	Maximum area (m ²)
Grade A safety glass*	Toughened and toughened laminated glass	3	1.0
		4	2.2
		5	3.0
		6	4.0
		8	6.0
		10	8.0
		12	10.0‡
		>12	Extrapolate
	Laminated and heat-strengthened laminated glass†	5	2.2
		6	3.0
		8	5.0
		10	7.0
		12	9.0‡
		>12	Extrapolate
	Organic-backed safety mirror	4	3.0
		5	3.5
		6	4.0
	Safety organic-coated glass	3	2.0
		4	2.0
		5	2.2
		6	3.0
		8	5.0
		10	7.0
12		9.0	
Grade B safety glass*	Wired glass	≥6	2.5

* Safety glazing material Grade A or Grade B to AS/NZS 2208.

† Based on total glass thickness only (interlayer thickness not included and should be added).

‡ This area may not be readily available.

TABLE 5.3
GLAZED PANELS WITH UNFRAMED SIDE EDGES

Height of glass*	Type of glass	Minimum nominal thickness mm	Maximum number of vertical butt joints	Maximum panel width m
≤1.2	Annealed	6.0	No limit	No limit
	Heat-strengthened	6.0	No limit	No limit
	Toughened	6.0	No limit	No limit
	Laminated	6	No limit	No limit
>1.2 ≤ 1.6	Annealed	8.0	No limit	No limit
	Heat-strengthened	8.0	No limit	No limit
	Toughened	6.0	No limit	No limit
	Laminated	6	No limit	No limit
>1.6 ≤ 2.0	Annealed	10.0	No limit	No limit
	Heat-strengthened	10.0	No limit	No limit
	Toughened	6.0	2	1.2
	Toughened	8.0	No limit	No limit
	Laminated	6	2	1.2
	Laminated	8	No limit	No limit
>2 ≤ 2.5	Annealed	10.0	1	1.0
	Heat-strengthened	10.0	1	1.2
	Toughened	8.0	2	1.2
	Toughened	10.0	No limit	No limit
	Laminated	8	2	1.2
	Laminated	10	No limit	No limit
>2.5 ≤ 2.8	Toughened	10.0	2	1.2
	Toughened	12.0	No limit	No limit
	Laminated	10	2	1.2
	Laminated	12	No limit	No limit
>2.8 ≤ 3.2	Toughened	12.0	2	1.2
	Toughened	15.0	No limit	No limit
	Laminated	12	2	1.2
	Laminated	16	No limit	No limit
>3.2 ≤ 3.6	Toughened	15.0	2	1.2
	Toughened	19.0	No limit	No limit
	Laminated	16	2	1.2
	Laminated	20	No limit	No limit

* This is equivalent to span (see Clause 1.4.51 for definition of span)

NOTES:

- 1 For curved glass the butt joint and maximum panel width limits may not apply.
- 2 The values for toughened safety glass are also applicable to laminated toughened safety glass.