



7.14 Assessment & Reassessment of Residences and Venues

Policy number: 7.14
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This policy relates to Family Day Care/Venue Care/ In Home Child Care	
National Quality Standards Early Childhood Education & Care	<p>National Standards.</p> <p>2.1.1 Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s need for sleep, rest and relaxation,</p> <p>2.2.1 At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard</p> <p>Nappy change arrangements</p> <p>3.1 The design of the facilities is appropriate for the operation of a service.</p> <p>3.1.1 Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.</p> <p>3.1.2 Premises, furniture and equipment are safe, clean and well maintained</p> <p>3.2 The service environment is inclusive, promotes competence and supports exploration and play-based learning.</p> <p>3.2.1 Outdoor and indoor spaces are organised and adapted to support every child’s participation and to engage every child in quality experiences in both built and natural environments.</p> <p>3.2.2 Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning</p> <p>7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service. The process for the FDC educator to report to the approved provider any renovations, damage or other changes to the FDC residence or approved FDC venue which may pose a risk to the health, safety and wellbeing of children, including a pet.</p> <p>7.13 Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.</p> <p>The assessment process for any changes to the FDC residence or approved FDC Venue, such as a renovation.</p>
Policies	<p>3.1 Engagement or registration of FDC educators</p> <p>7.1 Incidents, injury, trauma and illness</p> <p>7.2 Animal policy</p> <p>7.5 (a) Safe sleeping</p> <p>7.6 Emergencies, Lockdown and Evacuation policy</p> <p>7.8 (b) Handwashing policy</p> <p>7.8 (c) Nappy changing</p> <p>7.14 (a) Glass</p> <p>7.14 (b) Asbestos</p> <p>7.14 (f) Fencing and Verandas</p> <p>7.16 Sun Protection</p> <p>7.17 Swimming and Water Safety</p>

<p>Resources</p>	<p>Approving family day care residences and approved family day care venues (Queensland) – https://earlychildhood.qld.gov.au/legislationandguidelines/pporresources/fact%20sheets/approved-family-day-care-venues.pdf</p> <ul style="list-style-type: none"> • Assessments of family day care residences (Queensland) – https://earlychildhood.qld.gov.au/legislationandguidelines/pporresources/fact%20sheets/assessments-of-family-day-care-residences-fact-sheet.pdf • Assessments of family day care residences and venues – https://www.acecqa.gov.au/media/25931 • Facilities and building requirements (Queensland) – https://earlychildhood.qld.gov.au/legislation-and-guidelines/facilities-and-building-requirements • Fencing requirements at a family day care residence (Queensland) – https://earlychildhood.qld.gov.au/legislationAndGuidelines/PPORresources/Fact%20sheets/fencing-requirements-family-day-care.pdf#search=family%20day%20care%20fencing • Guide to the National Quality Framework – https://www.acecqa.gov.au/nqf/about/guide • Guidance for approved providers – early childhood education and care services operating in multi-storey buildings (Queensland) – https://earlychildhood.qld.gov.au/legislationandguidelines/pporresources/fact%20sheets/nqf-fact-sheet-multi-storey-buildings.pdf • Keeping pets and animals in education and care services – https://www.acecqa.gov.au/media/22951 • Kidsafe family day care safety guidelines – https://kidsafe.com.au/wp-content/uploads/2020/06/FINAL-FDC-Safety-Guidelines_7thEd.pdf • Premises, furniture and equipment (Queensland) – https://earlychildhood.qld.gov.au/legislation-and-guidelines/facilities-and-building-requirements/premises-furniture-equipment • Risk assessment and management - https://www.acecqa.gov.au/media/29421
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Purpose

It is the policy of the service that each Care environment is prepared and maintained to support the health, safety and wellbeing of children in care. Educators are required to document their compliance with the requirement to conduct daily safety audits and risk management practices.

Policy

Educators are required to provide an environment for children that supports the health, safety and wellbeing of the children in accordance with Regulation 168(2) (h). The service completes a safety check prior to an educator commencing care provision. It is the educator’s responsibility to maintain the environment according to the safety audit. This is achieved by the educator completing the educator daily safety audit and documenting that this has occurred. In addition, the educator is required to practice risk management to manage and reduce hazards while care is taking place. The service also conducts unannounced safety audits at each premises annually or more frequently if required.

Assessments of Care Homes and Venues

Assessments of care homes and venues will be based on the home safety audit which includes practices and procedures and covers the following:

- The premises, furniture and equipment;
- Fencing and security;
- The sufficiency of furniture, materials and equipment;
- The adequacy of laundry facilities or other arrangements for dealing with soiled clothing;
- The adequacy of toilet, washing and drying facilities;
- The adequacy of ventilation and natural light;
- Glass safety;
- The suitability of the residence or venue according to the number, ages and abilities of the children who attend or are likely to attend the service;(there may be restriction on ages or numbers of children if there are risks identified eg- a 2 storey home may not be approved to have more than 1 child that is non walking – this is in consideration of evacuation procedures. If this was an approval condition it will be documented and signed by the educator and service manager.
- The suitability of nappy change facilities;
- The existence of any water hazards, water features or swimming pools at or near the premises;
- Any risk posed by animals;
- Access to the home.
- Animals

Changes to the Environment

Educators must advise the service and schedule a coordinator safety audit when there are:

- Any proposed renovations to their residence or venue, prior to work commencing;
- Significant changes to the residence or venue that are different to the initial assessment of the premises, such as acquiring a pet (refer to policy 7.2) or using a different room for care provision;

- Any changes to the residence or venue that will affect the education and care provided to children as part of the Care Service;
- The insurance company must be notified of any renovations to the premises.

Educator Safety Audit

This safety audit is designed for educators to conduct an annual safety audit of their physical environment and is the basis for the daily safety check. (Refer daily safety audit form)

To meet the Education and Care National Law (167), the Education and Care National Regulations (116) and the Education and Care National Standards, an approved service must conduct an annual assessment (including risk assessment) of each residence and approved venue of the service before education and care is provided to children, and then at least annually. The purpose of the assessment is to ensure the health, safety and wellbeing of children is protected. Coordinators may conduct spot checks throughout the year and will identify any hazards/ risks that are observed on visits. A copy of this checklist will be retained by the service and the educator.

Definition: “Inaccessible to children” means that there is a physical means that prevents children’s access such as a childproof safety catch or located over 1.2 metres in height.

The following safety provisions are required and are listed on the safety checklist:

Safe Practices

Grass should be kept short. Mowing should not take place when the children are in care unless the children can be supervised by the educator in a place well away from the area being mowed.

Correctly fitting helmets must be worn by children riding 2 wheeled bikes. If skateboards, roller skates, in-line skates or scooters are used, appropriate safety helmet, knee and wrist guards must also be worn.

If ovens and hotplates are accessible to children, there must be a method to prevent children turning on the heat.

Open doors need to be restrained from swinging and jamming children’s fingers.

Sandpits should be safety checked before use. Covers are required to protect sandpits from contamination.

Bunk bed ladders are removed or made inaccessible, and the top level of bunk beds is not used for children under 9 years.

Floor coverings need to be secure and free from tripping hazards.

Furniture and appliances need to be secure and stable to prevent toppling onto children.

Mobile baby walkers are not used for children.

Highchairs are required to have a five-point harness. Children should never be left unattended in highchairs.

Boats/ trailers need to have the wheels chocked to prevent movement.

Children should never be left unattended in cars and should be removed from the car even if another adult is standing close by. Petrol should not be purchased while children are in care.

If vehicles enter the play area, educators must prepare a Risk Management Plan for High-Risk Activities.

Effluent and grey water should not be released in areas that children play in. Exposed power points are required to be fitted with covers.

Telephone or Other Communication Equipment

Educators are required to have ready access to an operating telephone/mobile phone to communicate immediately with emergency services, parents of children attending the service or to receive calls at all times. This includes when educators are in their outside environment. The telephone should be located in an easily accessible location so that educators do not leave children unsupervised. The telephone must not be disconnected in order to use the line for internet access. If the telephone is a mobile phone, it must be capable of making and receiving calls and be in a service area.

Water Hazards (Refer 7.17 Swimming and Water Safety Policy)

All water hazards (swimming pools, spas, dams) must be made inaccessible to children, with fences and gates which provide an effective barrier in accordance with service policy on Swimming. The environment must be free of all potential drowning hazards i.e. containers capable of holding water.

Permanent swimming pools and spas are required to have pool fencing that meets pool fencing guidelines. Pools should be registered with the Queensland Government's Pool Safety Register. A copy of the Safety Certificate for pools and spas must be provided to the service prior to commencing care provision. Educators who intend to offer swimming to children are required to forward a completed swimming permission form to the service prior to any swimming occurring.

Wading pools and baths should be filled immediately before use & emptied immediately after each use. Children must be actively supervised, and must remain in arms reach of the educator. It is recommended that water depth does not exceed 100mm.

Any pond or water hazard into which a young child could fall and drown must be:

- Covered by a material (mesh etc.) which must be secured and fixed in place and be capable of preventing the immersion of a young child's nose, mouth and/or face; **or**
- Completely enclosed by a barrier, fence, wall, self-closing and self-latching gate in accordance to ASS1926, closing the door etc.

(This applies to water tanks where inlet openings are accessible to children).

Any premises which are adjacent to or provides access to any water hazards (such as dams, swimming pools, spas or fishponds), shall be isolated from such hazards by an effective barrier or fence. Every gate in such a fence shall incorporate a secure latch, which cannot be operated by a young child.

Firearms/Dangerous Tools Weapons

Firearms and dangerous tools weapons are to be securely locked and inaccessible to children.

Educators are required to declare if they have any firearms on the property or possible dangerous tools/weapons.

High Risk Management plan will be used to document risk strategies to ensure the safety of children and visitors to the home.

Refer to Australian Gun Laws/Legislation.

Relevant Legislation

Education and Care Services National Law Act 2010 167

Education and Care Services National Regulations 2011

Section 50A Approval of a place as a Family Day Care venue

Section 54 (1A), (8A) Amendment of service approval on application

Section 103(A) Offence relating to places where education and care is provided as part of a family day care service

Section 167 Precautions to be taken to protect children from harm or hazard

Section 174 Offence to fail to notify certain information to Regulatory Authority

Section 174 A Family Day Care educator to notify certain information to approved provider

Regulations

26 Application for service approval- family day care service

81 Sleep and rest

98 Telephone or other communication equipment.

103 Premises, furniture and equipment to be safe, clean and in good repair

104 Fencing

105 Furniture, materials and equipment

106 Laundry and hygiene facilities

107 Space requirements indoor space

108 Space requirements outside

109 Toilet and hygiene facilities

110 Ventilation and natural light

112 Nappy Change facilities

113 Outdoor space- natural environment

114 Outdoor space shade

115 Premises designed to facilitate supervision

116 Assessments of family day care residences and approved family day care residences and approved family day care venues.

117 Glass

168(2)(a)(v) Education and care service must have policies and procedures in relation to sleep and rest for children

169 Additional policies and procedures- family day care service

170 Policies and procedures to be followed

171 Policies and procedures to be kept available

172 Notification of change to policies or procedures

176 A Prescribed informed to be notified to approved provider by family day care educator

177 Prescribed enrolment and other documents to be kept by approved provider

Key Resources

Kidsafe Queensland: Family Day Care Safety Guidelines *Backyard Safety / Hazards / Home Safety Checklist / Maintenance / Planning / Poisonous Plants / Shade & Plants / Surfaces*

www.kidsafesw.org/imagesDB/news/KidsafeFamilyDaycareSafetyGuidelines2012.pdf

www.kidsafeqld.com.au/playground-safety

www.kidsafeqld.com.au/images/stories/pdfs/inews.23086.1.pdf

www.kidsafeqld.com.au/images/stories/pdfs/Kidsafe%20Safety%20Checklist.pdf

www.kidsafeqld.com.au/images/stories/pdfs/factsheet-poisonous-plants.pdf

Queensland Government Health: *Child Safety at Home / Home Safety Checklist / Poisoning Prevention / Child Home Safety Construction Guidelines*

www.health.qld.gov.au/chipp/child_safety/default.asp

www.health.qld.gov.au/chipp/documents/32461.pdf

www.health.qld.gov.au/poisonsinformationcentre/poisoning_prevention/default.asp

www.health.qld.gov.au/ph/documents/hpu/12685.pdf

http://www.health.qld.gov.au/PoisonsInformationCentre/plants_fungi/default.asp

Office of Fair Trading: *Seven Easy Steps for Blind and Curtain Safety / Seven Easy Steps for Trampoline Safety*

www.fairtrading.qld.gov.au/Consumers/Blind_cord_safety.pdf

www.fairtrading.qld.gov.au/Consumers/trampoline_safety_flyer.pdf

Fire Protection Association of Australia

www.fpa.com.au

Queensland Fire and Rescue Service

www.fire.qld.gov.au

Qld Government Fire Escape Planner

<https://www.fire.qld.gov.au/planning/>

Family Day Care Australia

www.fdca.com.au

Standards Australia: Australian Standard AS 1288–2006

www.standards.org.au/Default.aspx

Related Policies

[Appendix H Safe Work Practice](#)