

Purpose

To ensure the health, safety and wellbeing is protected through an initial and annual assessment of approved family day care residences and venues.

Scope

Staff and management, Educators, Relief Educators, parent/guardians and volunteers.

Definitions

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

Service Manager: formally known as Coordinator. The Service Manager is the recognised title under Council and responsible for the overall service operation and has agreed to the responsibility of the Nominated Supervisor.

Nominated Supervisor: is the responsible person of the service under the Education and Care Services National Regulations 2011. The Service Manager has agreed to the position of responsible person and Nominated Supervisor of the service.

Policy Content

Greater Hume Children Services will ensure that:

- i. a risk assessment is conducted prior to any Educator commencing with the service.
- ii. a thorough and comprehensive annual assessment is conducted on each premise.
- iii. the assessments include the suitability of the residence (and areas within the residence) or venue according to the number, ages and abilities of the children attending or are likely to attend the service at the residence or venue.
- iv. the assessments will include the suitability of nappy change arrangements, the existence of any water hazards, water features or swimming pools at or near the residence or venue and also the risk posed by any animal at the residence or venue.
- v. any glazed area of a residence complies with the requirements as specified by clause 117 of the Education and Care Services National Regulation.
- vi. regular monitoring of compliance with this policy will be undertaken by the coordination unit to ensure that Educators take responsibility for maintaining their premises in accordance with the appropriate standards.
- vii. Educators inform the Service Manager of any proposed renovations to the Family Day Care residence or venue and any changes to the residence or venue that will affect the education and care provided to children at the service including items listed above.

Links to Policy

Greater Hume Shire Child Protection Policy and Procedure (No. 75)
Greater Hume Shire Council Model Code of Conduct
Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students (GHCS.GOV.POL.010.1)
Incident Injury Trauma and Illness (GHCS.GOV.POL.008.1)
Emergency and Evacuations (GHCS.GOV.POL.006.1)
Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid (GHCS.GOV.POL.007.1)
Engagement and Registration of Family Day Care Educators (GHCS.GOV.POL.017.1)
Monitoring Support and supervision of Family Day Care Educators (GHCS.GOV.POL.019.1)
Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises (GHCS.GOV.POL.020.1)
Provision of Information assistance and Training to Family Day Care Educators (GHCS.GOV.POL.022.1)

Links to Procedures

Enrolment and Orientation Office Procedure
Excursions Procedure
Dealing with Medical Conditions Procedure
Child Safe Environment Educator Procedure
Incident Injury Trauma and Illness Educator Procedure
Child Safe Environment Office Procedure
Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students
Nutrition Food and Beverages and Dietary Requirements Procedure
Dealing with Infectious disease Procedure

References

Responsibility

Service Manager

Relevant Legislation

Education and Care Services National Regulation 2011 Regulation 168 (2) (i)
Education and Care Services National Law Act 2010
Australian Government Department of Education Employment and Workplace Relations Child Care Services Handbook 2011-2012

Associated Records

Document Control

Name of this Version:	Keyword for Council Category:	Document Register Number:	Review Date:
Assessment Approval Policy and Reassessment of Approved Family Day Care Residences and Family Day Care Venues		GHCS.GOV.POL.016.1	November 2013
Version No:	Version Date:	Minute Number:	Summary of Changes:
.1	27 June 2012	3107	