



## 7.08 OVERNIGHT, 24 HOUR & WEEKEND CARE

### Purpose Statement

Overnight, 24 hour and weekend care are important components of the flexible care options that family day care has to offer. It is important, however, that the positive experiences and outcomes for children are not jeopardised when providing care outside regular care hours, including weekends.

### Scope

This policy applies to all salaried full time and part time staff (including casuals), educators, contractors, children and families.

### Policy Statement

THAT EDUCATORS OFFERING OVERNIGHT, 24 HOUR OR WEEKEND CARE MAINTAIN A COMFORTABLE AND SAFE ENVIRONMENT FOR CHILDREN THAT MEETS INDIVIDUAL NEEDS.

### Procedures

#### Approval Process

1. Educators must apply to the Coordination Unit for approval before providing overnight, 24 hour or weekend care. The criteria for determining approval is outlined below.
2. Where approval is granted for overnight, 24 hour or weekend care, a review will be undertaken annually. Approval may be revoked at any time if a breach is deemed to have occurred. NOTE: refer to the *Breach* procedure for further information.
3. The educator will need to provide documentary evidence of quality care during 24hr, weekend and overnight care for continuing approval to be granted.

#### Approval Criteria

1. To be eligible to provide 24hr, overnight or weekend care an educator must meet all educator registration requirements and must have a minimum of 3 months experience as a family day care educator (with Windermere specifically). Other requirements include:
  - a. a high level understanding of the Windermere Family Day Care Procedure Manual
  - b. suitable bedding to adequately cater for all children enrolled in care
  - c. a suitable environment that provides for the need for effective supervision and for children's need for privacy overnight.

#### Overnight and Weekend Care Requirements:

1. Educators are to discuss the individual needs of children enrolled in care overnight or on weekends, including routines (i.e. bedtime routines). This will assist with settling children into care with minimal stress and disruptions.



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2. All care must take place at the educator's home unless an excursion has been organised and the appropriate risk assessments carried out. Children are not allowed to attend another home (i.e. neighbours, other family members home) whilst in overnight or weekend care.
3. All policies and procedures must be followed whilst providing overnight, 24 hour or weekend care. A drug and alcohol free environment must be maintained throughout the care period.
4. Where children are in care overnight, the following rules apply:
  - a. Children 8 years and over must not sleep in a room with another child (other than a sibling)
  - b. Children must have their own bed
  - c. Privacy rights are to be respected (i.e. knock on bedroom door to enter should a child's bedroom door be closed).
5. In **out of hours emergencies**, whilst providing overnight or weekend care, the **Coordination Unit can be contacted on 0408 591 457** for support and guidance.

#### Relevant Standards/Legislation

- National Quality Framework for Early Childhood Education and Care Services including:
  - Education and Care Services National Law 2011
  - Education and Care Services National Regulations 2011
- Occupational Health and Safety Act 2004

#### Related Policies & Links

- *Sleep & Rest Procedure*