

## 7.12 ASSESSMENT, APPROVAL & REASSESSMENT OF APPROVED FAMILY DAY CARE RESIDENCES/VENUES

### Purpose Statement

Windermere is committed to assessing the suitability of each residence and venue in order to ensure that the health, safety and wellbeing of children being educated and cared for by the service are protected at all times.

### Scope

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

### Definitions

*Family Day Care Residence:* the home in which the educators resides.

*Family Day Care Venue:* a venue in which a Family Day Care Service is provided to children and/or their families.

*Water Hazard:* any water storage area that could cause adverse health effects to a child or is regarded as a potential source of harm.

### Policy Statement

THE APPROVED PROVIDER CONDUCTS AN ASSESSMENT OF EACH VENUE AND RESIDENCE OF THE SERVICE BEFORE EDUCATION AND CARE IS PROVIDED TO CHILDREN AND AT LEAST ANNUALLY THEREAFTER.

### Procedures

#### *Determining Suitability of Family Day Care Residence/Venue*

1. The suitability of each residence and venue is determined upon completion of a 'Safety Check'.
2. Considerations in determining the suitability of a prospective Family Day Care residence or venue include:
  - a. Number, ages and abilities of children likely to attend
  - b. The existence of water hazards, water features or swimming pools
  - c. Management of animals
  - d. Accessibility of glazed areas to children (safety glass must be installed if glazed areas are accessible to children and 0.75 metres or less above floor level).
3. If an educator moves house, the suitability of the new residence must be determined before any children are placed in care. Any items requiring attention must be completed within 14 days, unless otherwise agreed by management.

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### ***Annual Safety Checks***

1. Annual safety checks are mandatory and will be initiated by the relevant co-ordinator.
2. Re-registration is dependent on the results of the annual safety check.
3. If a coordinator becomes aware of a situation which contravenes Family Day Care Service requirements (in relation to the suitability and/or safety of a residence/venue), the educator will be notified in writing of the issue and asked to rectify the situation immediately.

### ***Changes to Family Day Care Residences/Venues***

1. The educator must advise Windermere of any proposed renovations, pet additions, additional adult occupants or changes of any kind to a FDC residence or venue prior to any such change occurring. A spot check may need to be conducted to approve the suitability/safety of the residence or venue upon being notified of the change.
2. Where renovations are proposed, approval must be sought from the insurance company prior to the works starting.
3. Upon completion of renovations, a coordinator will visit to ensure that all modifications meet safety requirements.

### ***Suspension or Cancellation of Registration***

1. If an educator fails to meet safety check requirements, registration may be suspended or cancelled at the discretion of the Manager.

### **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

### **Related Policies & Links**

- *Safety Check* procedure