

Intereach Children's Services

Assessment and reassessment of FDC Residences and Venues Procedure



Applies to	Intereach Family Day Care (FDC)				
Policy	NQS Three: Physical Environment Policy				
Version	3.0	Date approved	20/10/2025	Next review date	20/10/2025

Objective

Intereach is committed to ensuring the safety, health, and wellbeing of all children attending our service by conducting thorough assessments and regular reassessments of every Family Day Care (FDC) residence and approved FDC venue. This process enables us to identify, evaluate, and appropriately manage any existing or potential risks or hazards, ensuring that each environment remains safe, compliant, and supportive of children's development and care.

Background

Under the Education and Care Services National Regulations, approved providers are required to assess and reassess the risks associated with Family Day Care (FDC) residences and approved FDC venues to determine their ongoing suitability for providing Family Day Care. In addition, providers must develop and implement policies and procedures that support this process. These regulatory requirements are designed to promote and uphold the safety, health, and wellbeing of all children attending FDC services by ensuring that the environments in which they are cared for are consistently safe, appropriate, and well-maintained.

Responsibilities

It is the responsibility of the Nominated Supervisor to:

- ensure the Assessment and reassessment of residences and venues for FDC policy and procedures are in place;
- take reasonable steps to ensure that the procedures are implemented;
- ensure that an assessment is conducted, including a risk assessment, of each FDC residence or proposed FDC venue before the commencement of education and care;
- ensure that, for a service in a multi-storey building shared with other occupants, an assessment includes consideration of whether, for each storey on which the residence or venue is located, there is direct egress to an assembly area to allow the safe evacuation of all children attending the residence or venue, including non-ambulatory children;
- ensure that an assessment is conducted of each FDC residence and approved FDC venue at least once a year;
- ensure a Home Safety Risk Assessment Audit is completed after any alterations to a residence and for all new premises;
- ensure that only specific areas of the FDC residence or approved FDC venue are used for education and care purposes. Ensure any changes to the areas being used for education and care undergo a new assessment;
- ensure a monthly inspection of any water hazards, water features, spas or swimming pools at each family day care residence and approved family day care venue is carried out
- ensure that the matters outlined in regulation 116(2) be considered as part of an assessment;

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- maintain a record of assessments undertaken of each FDC residence and approved FDC venue;
- notify the regulatory authority of matters in accordance with the notification requirements;
- review the Home Safety Risk Assessment Audit document at least annually to ensure the document meets the requirements of the National Regulations and National Quality Standards; and,
- provide support as required to educators and Coordination Unit in conducting and documenting the initial and annual assessments of FDC residences and approved venues

It is the responsibility of co-ordination unit staff to:

- inform FDC educators of their responsibilities in relation to the assessment of FDC residences and approved FDC venues;
- support the completion of home safety risk assessment audit;
- ensure that only specific areas of the FDC residence or approved FDC venue are used for education and care purposes. Ensure any changes to the areas being used for education and care undergo a new assessment;
- ensure rectification of issues identified in assessments are completed, and that such issues are recorded together with the dates of rectification;
- monitor, support and supervise FDC educators to ensure the FDC residence or approved FDC venue is safe and suitable for the children, including in between assessment periods;
- ensure educators are familiar with the processes they should take to raise any concerns;

It is the responsibility of the FDC Educators to:

- implement the Assessment and reassessment of residences and venues for FDC procedures
- keep the assessment and reassessment record up to date with any changes to the residence or FDC venue;
- participate in the Home Safety Risk Assessment Audit prior to the commencement of care and recomplete the audit annually, following any renovations, when relocating to a new residence, or at any other time deemed necessary by the coordination unit;
- ensure that family members in the FDC residence are regularly reminded of the areas that have been assessed for use;
- ensure that the areas of the FDC residence or the approved FDC venue assessed for use, meet the assessment requirements and are a safe place for children;
- notify the coordination unit of the following:
 - proposed renovations to their residence;
 - changes to or in their residence or venue that alter the content of the Home Safety Risk Assessment Audit e.g. acquiring a pet, changing inaccessible/accessible room, installation of a pool;
 - any changes to the way that inaccessible rooms are made inaccessible; and,
 - any new people residing at the property for any period longer than three weeks or on a more permanent basis.
- promptly address and resolve any obstructions or obstacles that might interfere in the safe evacuation of any children in an emergency, particularly in multi-storey buildings shared with other occupants, without direct egress to an assembly area;
- meet legislative requirements and standards to ensure the safety, health and wellbeing of the children;

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- undertake ongoing daily safety checks and regular risk assessments of the environment and practices to ensure the safety, health and wellbeing of the children, and address any identified risks;
- actively engage in reviews of policies and procedures and consider them from a child safe perspective to find ways to improve processes;
 - refer to the completed and current Home Safety Risk Assessment Audit on a regular basis to ensure ongoing safety in their residence; and
- develop and implement a Management Plan if risks are identified but not limited to, in the Home Safety Risk Assessment Audit, such as sleeping children, preparing meals, water hazards and pets; and,

Procedure

Home Safety Risk Assessment Audit

The purpose of the Home Safety Risk Assessment Audit is to ensure the health, safety and wellbeing of children is protected. The assessment process is utilised to identify potential hazards in the residence of an educator or an approved FDC venue and evaluate the risks they might pose to children. The aim of the assessment is to reduce the likelihood of accidents, injuries or health issues by implementing safety measures. (Refer to the Home Safety Risk Assessment Audit *tool* for potential hazards).

Initial Home Safety Risk Assessment Audit

- The coordination unit may arrange a preliminary home safety risk assessment audit visit, upon request, to provide a general overview of the safety requirements that must be considered; if the prospective educator chooses to proceed with the registration process:

NB: A garage may only be used as a permanent play-space for children if it is used exclusively for education and care and meets specific requirements: it must be adequately ventilated, heated, cooled, well-lit with access to natural light, have appropriate floor coverings, and be fitted with a smoke detector. Garages not used solely for this purpose cannot serve as permanent play areas. However, if a garage is deemed accessible according to the Home Safety Risk Assessment Audit, it may be used on an infrequent basis—such as during rainy days—provided it remains safe for temporary use.
- The Home Safety Risk Assessment Audit document will be provided to the educator to complete. As part of this process, educators must:
 - identify and clearly mark the areas of the residence that will be used for the operation of the Family Day Care service. These designated areas must be represented on a floor plan of the residence and included as part of the completed Home Safety Risk Assessment Audit.

NB: Any rooms or areas of the residence that are not intended for use by children must be made inaccessible using a lockable device or other approved safety mechanism that effectively prevents unsupervised access.
 - Identify potential hazards within the residence; and,
 - outline the strategies they will implement to eliminate or minimise these risks.
- following this, two members of the coordination unit will conduct a home visit to:
 - review the completed Home Safety Risk Assessment Audit form;
 - undertake a full assessment of the residence; and,

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- verify that the identified areas and proposed risk minimisation strategies meet the required standards.
- If changes are required, the educator will be provided with a written list of rectifications that must be addressed.
- Once all required rectifications have been completed, a follow-up visit will be conducted by a member of the coordination unit to ensure that all identified risks have been adequately minimised, reduced, or eliminated.
- If the home is deemed compliant with all relevant safety requirements, the educator will be approved to commence providing education and care from the residence.

Ongoing reassessment

- A Home safety Risk Assessment Audit will be conducted by the FDC Coordination Unit annually or as needed.
- During their visits to monitor, support and supervise educators, Coordinators will also assess and evaluate the safety aspects of the residences.

Annually

- Educators will be provided with a Home Safety Risk Assessment Audit document to complete annually. This involves reviewing potential risks and hazards in the residence and outlining the risk management strategies they will implement.
- An impromptu visit will be conducted by two members of the coordination unit within the month to assess the residence.
- Where items are required to be rectified, the educator will be provided with a written list of the necessary actions.
- A risk assessment will be undertaken by the coordination unit to determine:
 - The level of risk posed to children;
 - Whether care can continue to be provided safely; or
 - Whether care needs to cease until all issues are fully rectified.
- If care must cease, families will be notified immediately. Once the educator has completed the required actions and notified the coordination unit, a follow-up visit will be conducted to assess the effectiveness of the rectifications and determine if care can resume.
- NB: Pending the safety issues identified a notification to the Department may be required
- If care continues, coordination staff will monitor issues during home visits or the educator may provide photo evidence of rectification (e.g. a new bandage) this will be determined by the coordination unit.

After considerable alterations to a residence

- Prior to undertaking any considerable renovations or alterations, educators must consult with the coordination unit to assess the potential impact on the health, safety, and wellbeing of children.
- A risk assessment will determine whether care can continue or must be suspended until renovations are complete.
- If it is determined that education and care cannot be safely provided during the renovation period, the educator must cease providing education and care until the renovations are complete.

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- If education and care are allowed to continue, families must be informed of the renovations and the risk minimisation strategies in place.

Once renovations are completed:

- The educator must complete a new Home Safety Risk Assessment Audit document;
- Staff from the coordination unit will conduct a site review to assess the updated environment;
- Education and care can only recommence once the coordination unit confirms the space is safe and suitable.

When a new space is being included

Before using a new or previously unused area of the residence for education and care, the educator must:

- Consult with the coordination unit;
- Update their current Home Safety Risk Assessment audit tool, including:
 - a revised floor plan; and,
 - risk management strategies specific to the new space.

A member of the coordination unit will then assess the new space. The area must not be used to provide education and care until it has been assessed and approved.

When an educator is moving residences

Educators who are planning to move to a new residence must:

- Notify the coordination unit as early as possible to ensure the assessment process can be properly conducted;
- Complete the same process as the initial Home Safety Risk Assessment Audit, including, completion of the risk assessment form, including floor plan;
- A site visit by two coordination unit staff members will occur to assess the new residence.
- Education and care cannot commence at the new residence until all assessments have been completed, and the home is deemed safe and suitable.

Documentation

A copy of all completed Home Safety Risk Assessment Audit documents will be provided to the educator. An additional copy will be retained in the educator's file within the coordination unit for a minimum of three years from the date the document was completed.

Monitoring, evaluation and review

This procedure will be reviewed every three years and incorporate feedback and suggestions from children, families, educators, co-ordinators, volunteers, and students.

National Quality Framework

Element	Concept	Description
3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.1.2	Upkeeping	Premises, furniture and equipment are safe, clean and well maintained.
3.2	Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.
3.2.1	Inclusive environment	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.
3.2.2	Resources support play-based learning	Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.
3.2.3	Environmentally responsible	The service cares for the environment and supports children to become environmentally responsible.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

Compliance and Reference

Legislation or other requirements	Education and Care Services National Regulations consolidated 2017 Education and Care Services National Law Act 2010
Standards or other external requirements	Australian Children's Education and Care Quality Authority (2017), <i>National Quality Standards</i> Australian Children's Education and Care Quality Authority (2017), <i>Guide to the National Quality Framework</i> Department of Education, Employment and Workplace Relations, <i>Childcare Service Handbook</i> , modified July 2025 National Health and Medical Research Council, 2024 (6 th Ed), <i>Staying Healthy: Preventing infectious diseases in early childhood education and care services</i> Child Safe Standards – NSW Child Safe Standards – VIC
Internal Documentation	Home Safety Risk Assessment Audit Incident, injury, trauma and illness procedure including administration of First Aid Hazard Identification Matrix/form New educator induction processing check form Animal Safety Procedure

Document Control

Version	Date approved	Approved by	Next review date
1.0	15/04/2020	R. Phillips - Acting Senior Manager, Children and Family Services	15/04/2023
2.0	22/03/2023	M Piffero – General Manager Operations	22/03/2026
3.0	20/10/2025	Kerri-Anne Hyde – General Manager, Operations	20/10/2025