

Intereach Children's Services

Assessment and Approval of FDC Residences Procedure



Applies to	Intereach Family Day Care (FDC)				
Policy	NQS Three: Physical Environment Policy				
Version	2.0	Date approved	22/03/2023	Next review date	22/03/2026

1. Objective

Intereach considers the FDC educator's residence to be the "workplace" whenever the FDC educator is providing education and care to FDC children. To avoid or reduce accidents and injuries, it is essential to create and maintain a safe environment. By identifying potential hazards, eliminating or controlling hazards, developing and implementing risk management plans, responding quickly and appropriately to emergencies. The Home Safety Risk Assessment Audit highlights critical issues to assess and maintain safety regularly.

2. Responsibilities

It is the responsibility of the Nominated Supervisor to:

- ensure an assessment, including a risk assessment, of each FDC residence and proposed venue is conducted before the commencement of education and care;
- ensure a Home Safety Risk Assessment Audit is completed after any alterations to a residence and for all new premises;
- 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 the Coordination Unit in conducting and documenting the initial and annual assessments of FDC residences and approved venues

It is the responsibility of the FDC Educator to:

- participate in the Home Safety Risk Assessment Audit
- maintain their residence according to the Education and Care Services National Regulations, Service policies and NQS requirements;
- refer to the completed and current Home Safety Risk Assessment Audit on a regular basis to ensure ongoing safety in their residence;
- ensure a paper or electronic copy of the Home Safety Risk Assessment Audit is kept on the premises;
- 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,
- notify the Nominated Supervisor 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,

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- any new people residing at the property for any period longer than three weeks or on a more permanent basis.

3. Procedure

3.1. Home Safety Risk Assessment Audit

- The purpose of the Home Safety Risk Assessment Audit is to ensure the health, safety and wellbeing of children are protected.
- The FDC Coordination Unit conducts a Home Safety Risk Assessment Audit:
 - with new FDC educators during the process of becoming a FDC educator;
 - annually for all FDC educators; and,
 - after any alterations to a residence.
- A copy of the Home Safety Risk Assessment Audit list is made available to the educators for self assessment of their residence.
- Educators will identify the areas of the residence which will be used for the operation of their childcare business. These areas will be marked in a floor plan of the residence and included to the assessment document.
- Education and care for children will not commence until the Home Safety Risk Assessment Audit is completed and approved the Coordination Unit staff,
- A garage is not used as a permanent play-space for children unless it is used exclusively to care and educate children. If a garage is used it will required to be adequately ventilated to ensure proper air quality, be heated, cooled and be well lit with access to natural light and have suitable floor coverings and also be fitted with a smoke detector. Garages that are deemed accessible, as per the Home Safety Risk Assessment Audit, and are used on an infrequent basis (e.g. rainy days) can continue to be used for this purpose.
- Any changes the areas used in the home must have a Home Safety Risk Assessment Audit completed before the areas can be used for care.
- A mutual time convenient for both educator and the Coordination Unit will be organised to complete the Home Safety Risk Assessment Audit.
- Records of all completed assessments undertaken of each FDC residence are maintained and stored securely.

4. 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.

5. 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.

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Element	Concept	Description
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
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

6. Context	
6.1. Standards or other external requirements	<p>Australian Children's Education and Care Quality Authority (2017), <i>National Quality Standards</i></p> <p>Australian Children's Education and Care Quality Authority (2017), <i>Guide to the National Quality Framework</i></p> <p>Department of Education, Employment and Workplace Relations, <i>Childcare Service Handbook</i>, 2018 - 2018</p> <p>National Health and Medical Research Council, 2013 (5th Ed), <i>Staying Healthy: Preventing infectious diseases in early childhood education and care services</i></p> <p>Child Safe Standards – NSW</p> <p>Child Safe Standards – VIC</p>
6.2. Legislation or other requirements	<p>Education and Care Services National Regulations consolidated 2017</p> <p>Education and Care Services National Law Act 2010</p>
6.3. Internal Documentation	<p>Home Safety Risk Assessment Audit</p> <p>Incident, injury, trauma and illness procedure including administration of First Aid</p> <p>Hazard Identification Matrix/form</p> <p>New educator induction processing check form</p> <p>Animal Safety Procedure</p>

7. 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