

## Assessment and Reassessment of Residences and Venues Policy

<b>Published</b>	<b>May 2021</b>
<b>Review Date</b>	<b>October 2022</b>
<b>Sources</b>	Education and Care Services National Regulations, October 2020 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2020 Guide to the National Quality Standard, October 2018 Kidsafe “Family Day Care Safety Guidelines”, 2020

### Aim:

To ensure the health, safety and wellbeing of children being educated and cared for within the service is protected through regular assessments of the Family Day Care Residences and Approved Family Day Care Venues. This will occur through an initial assessment prior to an Educator starting with the service, and then through regular assessments as an Educator continues with the service.

### Explanation:

Country Children’s Early Learning provide Family Day Care Venues only in exceptional circumstances and only with the approval of the regulatory authority. Examples of exceptional circumstances that may be considered by the Regulatory Authority include:

- Where the proposed venue is located in a rural or remote area, and the location or characteristic of residences are not suited to FDC.
- Other location where potential residences are not suited to FDC
- For a temporary period (generally up to 12 months) where a residence is unavailable due to essential major repairs or the effects of natural disaster)
- Where care is provided for a small group of vulnerable or disadvantaged children and a suitable residence is not available.

### Responsibilities:

#### In relation to the Service:

- Abide by their obligations under the current Education and Care Services National Regulations and the National Quality Standard in relation to the assessment of Family Day Care Residences and Approved Family Day Care Venues
- The Nominated Supervisor or Coordinator will conduct an assessment, including an Initial Risk Assessment and CCEL Annual Risk Assessment of each residence and approved venue of the service prior to education and care being provided to children
- The Nominated Supervisor or Coordinator will conduct an assessment, including a Risk Assessment of each operating residence and approved venue at least once a year
- Provide Educators with a copy of the current Kidsafe “Family Day Care Safety Guidelines”
- When conducting an assessment the following matters must be considered:
  - The premises, furniture and equipment used in providing the education and care service are to be safe, clean and in good repair
  - Fencing and security
  - The sufficiency of the furniture, materials and equipment
  - The adequacy of laundry facilities or other arrangements for dealing with soiled clothing
  - The adequacy of toilet, handwashing and drying facilities

- The adequacy of ventilation and natural light
  - Glass safety – any glazed area of the residence or approved venue must comply with current Building Code of Australia if the area is accessible to children and is 1 metre above floor level or less.
  - The suitability of the residence or venue according to the number, ages and abilities of the children who attend or are likely to attend the service
  - The suitability of nappy change arrangements for children who wear nappies
  - The existence of any water hazards, water features or swimming pools at or near the Premises
  - Driveway hazards
  - Any risk posed by animals
  - Additional risks that require mitigation and assessment
- If any residence or venue being assessed does not meet the requirements of the regulations, approval will not be given for that residence and an application will not be made for the venue to provide an education and care service
- **Assessment for a new residence or venue:**
    - Make an initial visit to the residence or approved venue
    - Discuss the regulation requirements and safety
    - Complete the Kidsafe Hazard Reduction Checklist found in the Kidsafe “Family Day Care Safety Guidelines”
    - In consultation with the Educator complete the Resident/Venue Risk Assessment Form
    - Submit an application to DEC’s via NQAITS
- **Assessment for an operating residence or venue:**
    - Annually complete the Kidsafe Hazard Reduction Checklist found in the Kidsafe “Family Day Care Safety Guidelines”
    - In consultation with the Educator complete the Resident/Venue Risk Assessment Form
    - Every 12 months review the Resident/View Risk Assessment, or as changes occur
    - Assist Educators to maintain additional risk assessments in their CCEL Diary to manage additional risk at their home /venue or for specific activities.

**In relation to Educators:**

- Abide by their obligations under the current Education and Care Services National Regulations and National Quality Standard in relation to the assessment of Family Day Care Residences and Approved Family Day Care Venues
- Be familiar with the Kidsafe “Family Day Care Safety Guidelines”
- In consultation with Country Children’s Early Learning complete the Resident/Venue Risk Assessment Form
- If guns are kept on the premises, Educators are required to provide Country Children’s Early Learning with a copy of the Gun owners Gun Licence and any Certificate of Compliance after each routine Police Inspection
- Educators with swimming pools are required to provide Country Children’s Early Learning with a Certificate of Certification by NSW Govt.
- Advise Country Children’s Early Learning of:

- Any proposed renovations to their residence or venue
- Any changes in their residence or venue that may affect matters considered as part of their assessment of the premises e.g. acquiring a pet
- Any other changes to the residence or venue that that will affect the education and care provided to the children as part of the Family Day Care Service

**Continual Monitoring and Improvement:**

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Scheme and Co-ordination Staff accessing current relevant information
- Scheme, Co-ordination Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

**Policy Review**

Date Revised	Comments
December 2012	Added information regarding providing Inspection and Compliance Certificates to CCEL for Swimming Pools and Guns
June 2013	Scheduled Policy Review – No changes made
July 2014	Added explanation
December 2014	Scheduled Policy Review – No changes made
April 2015	Updated information to ensure that all current regulations and requirements are being met
June 2016	Scheduled Policy Review- No changes made
May 2018	Updated Venue Application requirements
May 2019	Updated no changes
October 2020	Updated references and renamed policy