



ASSESSMENT AND REASSESSMENT OF RESIDENCES AND APPROVED VENUES FOR FDC POLICY

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DIVISION: Sport, Community and Activation

BRANCH: Community Outcomes - Family Day Care

CATEGORY: 3

PART 1 - INTRODUCTION

1. BACKGROUND

1.1 The *Education and Care Services National Regulations* require approved providers to assess and reassess the risks of Family Day Care (FDC) residences and approved FDC venues, as well as requiring policies and procedures for this purpose.

2. OBJECTIVE

2.1 We value the nurturing home setting of FDC services and acknowledge both the opportunities and challenges of working with unique environments. We are committed to ensuring the safety, health and wellbeing of all children enrolled in our service and have thorough procedures in place for initial and continual assessment of residences and venues ensuring risks or hazards are eliminated or appropriately managed.

3. SCOPE

3.1 This policy applies to:

- Camden Council FDC Service
- Staff
- Educators
- Children enrolled in an FDC Service and their families
- Residents.

4. DEFINITIONS

4.1 **Approved FDC Venue** means place (other than a residence) approved by a regulatory authority under section 50A or 54(8A) of the *Education and Care Services National Regulation* as a FDC venue for an approved FDC service.

4.2 **Approved Provider** means a person who holds a provider approval (*Education and Care Services National Law*). A provider approval authorises a person to apply for one or more education and care service approvals and is valid in all jurisdictions. The Approved Provider for the purposes of this policy is Camden Council.

- 4.3 **Co-ordination Unit** means the Camden Council FDC principal office and main faculty for running the Service from which staff work.
- 4.4 **Co-ordinator** means a member of the Co-ordination Unit employed by the Approved Provider to monitor and support the FDC educators registered with the service.
- 4.5 **Educator** means an individual suitably qualified and registered by Camden Council FDC to provide education and care, and refers to the educator as the business owner, educator assistant or a relief educator.
- 4.6 **Educator Residence Risk Assessment (ERRA)** means the risk assessment of the FDC residence or approved venue that identifies potential hazards and management strategies for each Residence being used for FDC. This is completed prior to registration and forms part of the re-registration requirement annually and must be updated as required.
- 4.7 **Family Day Care (FDC)** means a type of education and care service that is run from the educator's own residence or an approved venue for the purpose of educating and caring for small groups of children aged 0-12 years.
- 4.8 **FDC Residence** means a residence at which an educator educates and cares for children as part of a FDC service.
- 4.9 **FDC Service** the FDC education and care business of each individual educator or refers to Camden Council FDC service.
- 4.10 **Nominated Supervisor** means a person appointed by the Approved Provider and who has given consent to be appointed to be in day to day charge of a service and must be contactable during the hours educators are providing education and care.
- 4.11 **Resident** means any person aged 18 years or over who resides, or intends to reside permanently, or temporarily resides for more than three weeks, at the educator's FDC Residence.
- 4.12 **Staff** means employees of Camden Council FDC.
- 4.13 **Risk assessment** means a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking and determining suitable mitigations.

PART 2 - POLICY STATEMENT

5. PRINCIPLES

- 5.1 FDC residences and approved FDC venues will be thoroughly assessed as a part of the registration procedure when educators first start and re-assessed annually at re-registration. Environments are also continually assessed as a part of ongoing support visits.
- 5.2 A detailed assessment template is used to document assessments of residences and any hazards, risks or issues with residences and environments that are discussed during support visits are addressed and documented in the support visit record.

- 5.3 Our focus for assessment is on environments being a safe place for children to grow and learn. Educators must identify all areas of the residence that will be used for FDC and these areas and any areas that families pass through must be included in the ERRA.
- 5.4 Our Co-ordinator's are key to our service's effective operation, and part of their training and development includes conducting and documenting initial assessments and annual reassessments of FDC residences and approved FDC venues.
- 5.5 Risk assessments are conducted by educators upon registration and annually or as required to identify potential hazards that may cause injury or harm to children being cared for at a residence or venue and determine actions required to minimise potential risk.

6. CONSIDERATIONS

- 6.1 A preliminary ERRA is conducted by co-ordination unit staff and recommendations made for improvement prior to the registration of a prospective educator.
- 6.2 Prior to registration, educators are required to develop a daily safety checklist for their residence that covers all environments, ensuring they are safe, and all requirements are in place. The safety check must be conducted and recorded daily prior to the service opening and children being accepted into care and issues or hazards identified must be rectified.
- 6.3 An annual assessment of each FDC residence is conducted and educators must complete a comprehensive ERRA of their environments and return it to the co-ordination unit. Staff will visit the FDC service at a mutual time and complete a check/assessment of the residence against the ERRA to ensure all management strategies are adequate and in place.
- 6.4 At any time during a visit to the educator residence/venue when staff visually assess environments, where a hazard is identified the potential danger will be discussed with the educator and they will need to demonstrate how the risk will be managed.
- 6.5 Co-ordinator's will regularly visit each FDC service. Any issues relating to the residence/venue must be documented on the visit report, which is to include the date, time of visit, the identified issue, the details of the discussion between the educator and co-ordinator and the resolution/outcome. Visit reports are kept by the service and a copy provided to the educator. Where a serious issue is identified the co-ordinator must report the issue to the Nominated Supervisor, and all hazards must be immediately eliminated or managed and where it is not possible to resolve the issue it may be necessary to close the service until it can be resolved.
- 6.6 Where a complaint or concern about a safety issue with a FDC residence/venue is reported to the co-ordination unit, the issue will be reported to a co-ordinator or the Nominated Supervisor and addressed with the educator.

- 6.7 Where it is identified that an area of the educator's premises poses a risk, is unsafe or not compliant with the *Education and Care Services National Regulations* or *National Quality Standard* the matter should be referred to the Nominated Supervisor who will investigate immediately.
- 6.8 Breaches of the *Children (Education and Care Services) National Law*, *Education and Care Services National Regulations* or *National Quality Standard* require investigation and resolution and could result in an educator being de-registered by the service.
- 6.9 Educators must notify the Nominated Supervisor of any proposed renovation to the premises (refer to *Providing a Child Safe Environment* policy and procedures) and/or any changes affecting the management strategies within the current ERRA e.g. new pet, change of vehicle, water feature.
- 6.10 Educators registered with Camden FDC who move residence are required to complete a new ERRA for the new residence/venue and can only re-open their service with the approval of the co-ordination unit.
- 6.11 When an educator intends to use an area not approved for FDC they must notify the co-ordination unit and seek approval before using the area and adjust their ERRA accordingly.
- 6.12 When an educator plans to carry out renovations, they must notify the co-ordination unit within the required timeframes and may be required to complete a risk assessment for the management of environments whilst the renovation is taking place.

7. ROLES AND RESPONSIBILITIES

7.1 Approved Provider

- Ensure that obligations under the *National Quality Framework* are met.
- Ensure the nominated supervisor and co-ordination unit have access to appropriate resources for the development, implementation, training and ongoing management of this policy and its related procedures.
- Ensure this policy and its related procedures are in place.
- Take reasonable steps to ensure that Nominated Supervisors, co-ordinators, educators, staff, and students follow the policy and procedures.
- 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 an assessment is conducted of each FDC residence and approved FDC venue at least once a year.
- Maintain a record of assessments undertaken of each FDC residence and approved FDC venue.

- Ensure that copies of the policy and procedures are readily accessible to Nominated Supervisors, co-ordinators, educators, staff, students, and families, and available for inspection.
- Ensure each FDC residence or FDC venue has been assessed in line with this policy and procedures as a part of the registration process for educators and is not used until this process is complete.
- Ensure a Register of FDC educators, educator assistants and co-ordinators is kept and is updated and accurate at all times.
- Report serious incidents to the Regulatory Authority as required.
- Notify families at least 14 days before changing the policy or procedures if the changes will affect the fees and charges and/or significantly impact the service's education and care of children or the family's ability to utilise the service.

7.2 Nominated Supervisor

- Complete responsibilities as delegated by the approved provider.
- Ensure that regulatory responsibilities are met in relation to the assessment of each FDC residence or approved venue.
- Implement this policy and procedures.
- Monitor and ensure educators are informed of and their practices align with the *Assessment and Reassessment of Residences and Venues for FDC* policy and procedures and all required actions are in place.
- Ensure precautions are taken to protect children from harm or hazard.
- Undertake assessments of FDC residences and approved FDC venues (in consultation with the Approved Provider).
- Undertake annual reassessments of FDC residences and approved FDC venues (in consultation with the Approved Provider).
- Ensure rectification of issues identified in assessments are completed.
- 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.

7.3 Coordination Unit Staff

- Ensure they follow Camden Council FDC policy and procedures and implement and maintain all requirements under these and as directed by the nominated supervisor.

- Implement this policy and procedures.
- Monitor and ensure educators practices and environments align with this policy and procedures and all required actions are in place.
- Ensure precautions are taken to protect children from harm or hazard.
- Undertake assessments of FDC residences and approved FDC venues (if delegated by the Approved Provider).
- Inform educators of their responsibilities in relation to the assessment of FDC residences and approved FDC venues.
- Monitor, support and supervise educators to ensure the FDC residence or approved FDC venue is safe and suitable for the children, including in between assessment periods.
- Ensure that only specific areas of the FDC residence or approved FDC venue are being used for education and care purposes. Ensure any changes to the areas being used for education and care undergo a new assessment.
- Ensure continuous and ongoing monitoring of the environment by making regular visits to each educator's residence, where the environment is observed and where necessary recommendations are made to ensure compliance and safety for children.

7.4 Educators

- Keep up to date with any changes to this policy and procedures.
- Advise the Approved Provider of the areas of the FDC residence they wish to use for the operation of their service (these must be the habitable areas of a dwelling).
- Ensure that family members in the FDC residence are regularly reminded of the areas that have been assessed for use.
- Report to the co-ordination unit any changes to the FDC residence or approved FDC venue that affect the current ERRA such as renovations, damage or other factors which may pose a risk to the health, safety and wellbeing of children attending, or likely to attend, including addition of a pet.
- 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.
- Document compliance with the requirement to conduct daily safety audits and risk management practices.
- Maintain the environment according to the assessment.
- Practice risk management to manage and reduce hazards while care is taking place.

- Meet legislative requirements and standards to ensure the safety, health, and wellbeing of the children.
- 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.

7.5 Families

- Communicate any issues or concerns related to FDC Service environments and children's health and safety to the educator and co-ordination unit.

8. INDUCTION AND ONGOING TRAINING

- 8.1 Induction will be implemented prior to an educator being registered with the service, and annually at the time of re-registration, focusing on this policy and related procedures.
- 8.2 Induction and ongoing training will be implemented for all FDC staff, focusing on this policy and related procedures.
- 8.3 Procedures and clear expectations about conducting assessments are part of Nominated Supervisor and Co-ordinator induction training, and regularly reviewed at Co-ordination Unit meetings.

9. MONITORING, EVALUATION AND REVIEW

- 9.1 This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this policy every three years.
- 9.2 Families, educators, and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.
- 9.3 In accordance with Regulation 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

10. SOURCES AND RESOURCES

- [ACECQA Assessments of FDC residences and venues](#)
- [ACECQA Guide to the National Quality Framework](#)
- [ACECQA Keeping pets in animals in education and care services](#)
- [ACECQA Opening a new service](#)
- [ACECQA Risk assessment and management](#)
- [Kidsafe FDC safety guidelines](#)

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RELEVANT LEGISLATIVE INSTRUMENTS: *Children (Education and Care Services) National Law (NSW)*
Education and Care Services National Regulations
National Quality Standard | Australian Children's Education and Care Quality Authority (ACECQA)

RELATED POLICIES, PLANS AND PROCEDURES:

Conducting an assessment procedure
Emergency and evacuation policy
Engagement or registration of FDC educator's and educator assistant's policy
Monitoring, support, and supervision of FDC educator's policy
Providing a child safe environment policy
Incident, injury, trauma, and illness policy
Provision of information, assistance, and training to FDC educator's policy
Safe transportation of children policy
Sleep and rest for children policy
Sun protection policy
Water safety policy
What to include in an assessment procedure

RESPONSIBLE DIRECTOR:

Director Sport, Community and Activation

APPROVAL:

General Manager through the Executive Leadership Group.

HISTORY:

Version	Approved by	Changes made	Date	EDMS Number
1		NEW	Feb 2012	
2			Aug 2016	
3	ELG	Major amendments. Principles for the assessment of residences and approved venues were extracted from the <i>Educator recruitment, assessment, registration, and deregistration</i> policy to form this stand-alone policy	19/05/2022	22/217204