



# Assessment of Registered Residences and Approved Venue Policy

## Covers

- Registered and Approved Certification Assessment Procedure
- Registered Residence or Approved Venue's Environment Procedure
- Family Day Care (Approved) Venues Procedure

## Intention

Nurturing Family Day Care Scheme understands that registered residences serve dual purposes and endeavour to implement procedures that protect and ensure the health, safety, wellbeing and high educational standards are there for all children and families, including that of the educator's. As a scheme, the ability to register an approved venue is an option for family day care educators who are based/planning to be based in a property other than that of a residence.

## Overview

This policy, and all policies and procedures that are associated with the Assessment of the Registered Residences and Approved Venues Policy, are applied to all registered residences and/or approved venues by the approved provider, staff, educators and visitors whom are operating within the scheme. Assessments are completed by the approved provider -

- Prior to the commencement of a registered residence or venue.
- Upon any notifiable changes and/or renovations to the registered residence or venue.
- Annually.
- Specific requirements of an approved venue.



The approved provider of the service will ensure -

- A detailed Initial Assessment, including a risk assessment of the premise, is completed, with all concerns and issues to be resolved before the education and care of children can commencement.
- That the Assessment is completed on all areas that will be utilised by an educator for the purpose of educating and caring, which is known as "registered areas", noting any space that will remain an "unregistered area" and thus unused; these unregistered areas will be listed on the registered residences or venues coordination visit pages to prompt the coordination team to assess that these areas are not used as registered areas.
- That the sections of the residence or venue that are listed as registered areas are safe and free of hazards for all children who attend, and would remain safe if an educator were to suffer an accident or injury that would leave them incapacitated for short periods of time.
- That these registered areas are visually assessed during co-ordination visits to ensure that they maintain their safety and continue to provide a minimal risk to the children enrolled at the registered residence or approved venue.
- That the specific matters involving, but not limited to, the use of glass, the suitability of the space for all children, the suitability of nappy change arrangements, the existence of any water or water hazard, and the risk posed by any animals, is addressed and documented in detail on the assessment.
- That careful consideration is given to how the registered residence or venue is laid out, how adequate and diligent supervision is maintained during the daily routine, especially during times of rest/sleep and toileting/nappy changes and the proposed ages of the children who may be attending.

## Registered and Approved Certification Assessment Procedure

The approved provider will ensure that each registered residence and venue has completed a Registered and Approved Certification Assessment before an educator is able to start educating and caring for children, annually and when there is a notifiable change to the environment.

**A notifiable reason to require an updated Assessment is -**

- Including a space that was previously listed as an unregistered area.
- Removing a space that was previously listed as a registered area.
- When a renovation occurs to any registered area and/or to any unregistered areas that may pose a risk or be a hazard to the safety of children and adults who are attending the registered residence or venue.
- Any changes occurring where a registered area is altered to a degree that it effects the use of glass, the suitability of the space for all children, the suitability of nappy change arrangements, the existence of any water or water hazard, and the risk posed by any animals.
- Any changes occurring where a registered area is altered to a degree that it creates a potential hazard or places any child at risk of harm.

**The following procedure will be used when assessing a registered residence or approved venue -**

- Nurturing Family Day Care Scheme will ensure two individuals, either the approved providers and/or coordinators, conduct the assessment to ensure that it is comprehensive and that no prejudice can occur.
- The assessment will be documented digitally and signed by the Nurturing Family Day Care Scheme's approved providers and/or coordinators who performed the assessment.



- The certification will contain information about the assessment performed on that day, the residence or venue, and the family day care educator whom will be directly connected with the educating and caring at that address.
- Registered areas will be assessed on their safety, the suitability in relation to educating and caring for children and to ensure that the environment excels in all areas of the National Quality Framework.
- Unregistered areas will be listed with the approved provider to ensure that no children enter without expressed permission; all excursions to these areas will be documented according to the Excursion Policy.
- Any issues or concerns will be documented on the assessment, discussed at the time with the family day care educator directly associated with the registered residence or venue, and resolved before educating and care can commence or within a set timeframe depending on the risk.
- The assessment of the areas that need resolving will be forwarded to the approved provider, the coordinators and educator listed with the registered residence or approved venue to ensure that all parties are aware and in agreement with what is recorded; any discrepancies will be handled according to the scheme's Complaints Policy.

## The Registered Residence or Approved Venue's Environment Procedure

The registered residence or approved venue's environment are held to National Law and Regulations to certify the safety and well-being of every child who is enrolled, and while all environments have natural and embedded hazards, Nurturing Family Day Care Scheme strives to minimise these risks through the registered and approved certification assessment, risk versus benefit assessments, due diligent and continued professional development.

**To assist in ensuring that the registered residence or approved venue is of the highest professional standards all areas of the environment are examined and recorded, with the following prerequisites required.**

### *Educational Program*

- The program is displayed (accessed) at the registered residence or approved venue where parent/s or guardian/s of children being educated and cared for can promptly access. This includes, but not limited to, wall displays, electronic sharing, and communication books.
- A program that is readily understandable by Nurturing Family Day Care Scheme's coordination team and the parent/s or guardian/s of the child.
- That photo permission is obtained before photos of a child are displayed in the educational program for other enrolled families to view.
- Any confidential information documented in the educational program is stored safely and securely.
- Documentation of previous educational programs are to be kept electronically for the determined time requirements as per the Collection and Storage of Confidential Documents Policy.
- Assessment documentation is stored on the tablet given to the Registered Residence or Approved Venue in the associated electronic folder.

### *Health, Hygiene and Safe Food Practices*

- The area used to prepare food is clean and safe.
- That during any food preparations the area is free from animals.
- Equipment that –



- Poses a risk of falling is secured or unreachable.
- Is sharp is, at all times, placed so that it is inaccessible to children
- Can become hot is untouchable or cannot be turned on by a child.
- Can entrap is unable to be opened by a child that could fit inside.
- Is able to be cleaned regularly,
- Highchairs over 50cm from the seat are fitted with 5-point harnesses.
- Food is stored according to the instructions on the label, and in a space that is clean, free from animals and maintaining the temperature required consistently.
- A First Aid kit that is suitably equipped with up to date resources, easily recognisable, readily accessible to adults, and positioned to be quickly reached is to be with the enrolled children at all times (including when outside the registered residence or approved venue).

#### *Food and Beverages*

- That a space is provided so that the children being educated and cared for have access to safe drinking water at all times.
- That if a registered residence or approved venue provides food or a beverage (other than water) to a child being educated and cared for then a weekly menu that accurately describes the food and beverages to be provided each day will be displayed in the environment and it will be accessible to parent/s or guardian/s of the children being educated and cared for.

#### *Sleep and Rest*

- A space in the environment will be able to cater for the sleep and rest of each enrolled child, ensuring that consideration is given to the age, development stage and individual needs of the child this provided for.
- That sleeping children's can be sighted clearly, while pallor and breathing are easily identifiable.
- Cots and portable cots meet Australian Standards, AS/NZS 2172
- Each cot conforms to the safe sleeping environment outlined by Red Nose.
- Top bunks on a bunk bed are made inaccessible to enrolled children.

#### *Educators*

- Will, at all times, provide an environment that is free from the use of tobacco, illicit drugs and alcohol, ensuring that no individual at the registered residence or venue participates in the use of tobacco, illicit drugs and/or alcohol, nor be impaired due to the use of prescription medication.
- Will, while providing education and care, not consume alcohol or be affect by alcohol or drugs (including prescription medication) which impairs their capacity to provide education and care to the children.
- Will store any tobacco or alcohol where it is inaccessible to children.
- Have access in the environment to documents relating to the education and care of children, including, but not limited to;
  - Policies and Procedures
  - Medication forms
  - Incident, Injury, Trauma and Illness forms
  - Fully Booked
  - Blank Forms
  - Roll (attendance) records



### *Emergency and Evacuation*

- An emergency and evacuation floor plan must be displayed in a prominent area and near all exits that are indicated by the floor plan as an emergency exit.
- Emergency instructions are to be included on the floor plan stating what to do in the event of an emergency, both staying and leaving the premise.
- That a risk assessment identifying potential emergencies that are relevant to Nurturing Family Day Care Scheme's registered residences or venues is readily accessible to adults there.
- That the past emergency evacuation plans, which are required monthly and to cover the events of fire, flood and lock down, are stored electronically to be easily accessed if required.
- That an operating telephone or other similar means of communication (fixed-line telephone, mobile phone, satellite phone, 2-way radio, video conferencing equipment) is able to immediately connect with parent/s or guardian/s, approved provider and emergency services. This includes accessibility to charging devices for equipment that uses batteries.
- That emergency numbers of the local community and the scheme are displayed and that these numbers and those of the families and their emergency contacts are easily accessible at all times, including when outside of the registered residence or venue.
- A smoke detector is in working order and positioned centrally within the registered residence or venue.
- A fire blanket or fire extinguisher is positioned centrally within the registered residence or venue, while remaining inaccessible to children.
- The house number is able to be seen from the street to assist emergency services if required.

### *Fencing*

- Any outdoor space that is utilised by children who are yet to be classified as school age is enclosed in the area by a fence or barrier that is of a height and design that prevents them from going through (all gaps to be less than 10cms), over (fence above 1.2 metres with no horizontal foot holds or holes that are larger than a 20-cent coin, within 90cms of each other) and under (gap of less than 10cms). Equipment and resources near fences should be assessed on their risk and ability to be used in climbing over a fence.
- All gates that lead to an unregistered area are locked and inaccessible to children. If this is an exit point, the ability to unlock them immediately is required.

### *Falls*

- Rooms that have windows with a drop of more than 1.5m are prevented from opening more than 10cms.
- All balconies and verandas with a fall height of 1.5m are to be adequately fenced, meeting the same stipulations stated for fences.
- All balconies and verandas with a fall height of between 1.5 and 0.5m are to have a soft fall surface or are to be adequately fenced in a manner that reduces the risk of falling.
- Any raised area platform, cubby house, climbing frame, trees, hallway, corridor, retaining wall or garden bed that is situated 1.5m above the ground will be adequately fenced, meeting the same stipulations stated for fences.
- Any raised area platform, cubby house, climbing frame, trees, hallway, corridor, retaining wall or garden bed that is situated between 1.5 and 0.5m are to have a soft fall surface or are to be adequately fenced in a manner that reduces the risk of falling.



- Steps and stairs that are more than 3 in a consecutive column are limited to when an educator is there.
- All steps and stairs that are vertically more than 30cms in height are protected by a wall, guard or balustrade.
- All roofs are inaccessible to children.

#### *Windows*

- Window coverings are free from cords or cords are secured in a way to prevent strangulation.
- Windows that open above a frequented registered area are designed to prevent the risk of objects dropping out of them.

#### *Kitchen and Hygiene Facilities*

- Heating elements such as stovetops, ovens, microwaves are unable to pose a burning risk.
- Resources and equipment that are attached to cords, such as kettles, toasters, blenders are unable to be pulled from where they rest.
- The dishwasher can be locked or the door is unable to be opened by a child.
- There is no risk to the children enrolled at the registered residence or venue or the area is made inaccessible.

#### *Laundry and Hygiene Facilities*

- There is a facility to handle soiled clothing, nappies and linen in a hygienic and safe manner.
- There is a way to hygienically and safely store soiled clothing, nappies and linen prior to their disposal or laundering.
- All buckets are stored out of reach of enrolled children.
- Front loading machines/dryers are locked or unable to be open by enrolled children.
- There is no risk to the children enrolled at the registered residence or venue or the area is made inaccessible.

#### *Toilet and Hygiene Facilities*

- There is a toilet facility that is adequate and developmentally/age appropriate for the children enrolled at the registered residence or venue, while respecting a child's right to privacy.
- There is a hand washing facility, that also promotes the drying of hands, that is adequate and developmentally/age appropriate for the children enrolled at the registered residence or venue.
- There is no risk to the children when using these facilities, and they are able to access them conveniently.

#### *Nappy Change Facilities*

- The equipment available to be used when changing a child's nappy can be sanitised effectively to prevent cross-contamination.
- Is in an area that poses minimal risk to a child, that the other children can be effectively monitored while a child is being changed and the area is not one used for food preparation, storage or consumption.
- A child's right to privacy is held in high regard during a nappy change.

#### *Glass*



- If a glazed area is accessible to enrolled children the glass is to be glazed with safety glass if the Building Code of Australia AS 1288-2006 requires, and/or treated with a product that prevents the glass from shattering if broken and/or guarded by barriers that prevent a child from striking or falling against the glass (from both sides of the glass).
- For FDC residences approved before **1 June 2014**, the above requirements apply to any accessible glazed area that is 0.75 metres or less above floor level.
- If a resource is made of glass it is to be positioned where a child is unlikely to strike or fall against the glass or covered with a film that prevents shattering.

#### *Water Hazards, including Pools*

- All pools and spas on the property are to have a current pool safety certificate and continually meet the listed requirements of this certificate.
- Pool and spa filters are inaccessible to children.
- All pools, spas, dams, rivers, creek beds, drains and other water collecting points are to be made inaccessible when containing water and are to be adequately fenced, meeting the same stipulations stated for fences if they continually contain water.
- Drains in the ground are to be placed in a manner that pose no risk to children.
- All equipment which can hold water including, but not limited to, buckets, bowls, fish homes, drums are emptied when education and care is provided, covered securely or made inaccessible to children.

#### *Pets*

- Animal contact with enrolled children is to be limited to when an educator is in the room and supervising.
- Animals are not to enter food preparation areas, or have any contact with enrolled children while they are eating or sleeping.
- Animal litter, animal food and associated equipment is to be inaccessible to enrolled children.
- Animals in cages are to have this area cleaned regularly, with digestible excrement inaccessible to children.
- Dog breeds and ages will be recorded and any relevant information about the animal added.

#### *Vehicles*

- All restraints are to be used according to their manual, be current and to meet Australian Standards AS/NZS1754:2004.
- A current car seat safety certificate for the car seats being used for the registered car are stored electronically.
- All cars are to be locked if stored/accessible in the registered environment.
- The inside of the car is free from hazards, including access to lighters, keys, equipment, and the ability to be trapped inside.
- An appropriately sized first aid kit for the number of children being transported is inside the car while being inaccessible to children

#### *General Environment*

- The registered residence or venue's registered areas must be guaranteed by the approved provider to be a premise that is, including all the equipment and furniture used in providing education and care, safe, clean and in good repair.



- Be suitable according to the potential number of children attending, the ages that are able to attend, and meet the abilities of all children.
- Resources and equipment that have sharp edges or corners and positioned in a likely fall zone are padded or rounded.
- Resources and equipment are safe from entrapment or suffocation for all children.
- Resources and equipment are made from non-toxic material.
- Plastic bags, bin liners (not in use), bean bags, and other bags that can be a potential suffocation instrument are inaccessible to children.
- Objects smaller than a 50-cent piece are inaccessible to children under three and a risk management for their use at the registered residence or venue is in place.
- Resources and equipment that are inappropriate for children, such as chemicals, perfumes, lighters, incense, shampoo, cleaning agents, razors, jewellery are inaccessible to enrolled children.
- Chemicals and medications are stored in their original container and inaccessible to all children.
- All entry and exit points of the registered residence or venue are secured at all times, without delaying the use of any exit points stated on the emergency and evacuation plan.
- A supervision strategy is documented if there are issues surrounding the arrival and departure of children, this will depend on the nature and layout of the registered residence or approved venue.
- All walkways/corridors in the registered areas allow easy and safe passage way.
- All exposed power points in the registered areas are to be covered.
- All resources and furniture that has the possibility of tipping/falling is secured safely.
- All cords, including window coverings, are inaccessible to children or secured safely.
- All furniture or resource that could trap any child is made safe or the inside of the equipment made inaccessible.
- There is a requirement that each child has access to sufficient furniture, materials and developmentally appropriate equipment suitable for education and care and this is discussed and assessed by Nurturing Family Day Care Scheme's staff and the family day care educator based on the environment being certified and the children enrolled to be educated and cared for at that registered residence or venue.
- That the indoor registered areas are well ventilated, have adequate natural light and are maintained at a temperature that ensures the safety and wellbeing of children.
- Hot water is to be tempered under 50C or made inaccessible to children.
- All plugs are stored out of reach of enrolled children and in a manner that prevents their use.
- Open fires and stoves are to have guards placed to ensure they are inaccessible to children.
- Heaters used are to have a surface which remains safe to touch or are to be turned off with sufficient time outside of educating and care hours to ensure they have had time to cool.
- Fans and air conditioning units are to be safe from tipping and the spinning components to be inaccessible by enrolled children.
- Internal doors that lock have the ability to be unlocked from the opposite side or are prevented from closing.
- Floors are composed of non-slip surfaces (including mats).
- There is the ability to record the attendance of all children each day the registered residence or venue is open and providing education and care.
- Have access to Family enrolment forms while ensuring that confidentiality is guaranteed at all times.
- All weapons, including, but not limited to, guns, knives (outside of those used in the preparation of food), swords are stored securely, and that guns are kept separately from any ammunition, in an inaccessible unit.



- That they firearms or ammunition are not used in the presence of children.
- All owners of guns are to have a recorded Firearm Licence on record.
- Prams conform to the Australian Standard AS/NZS 2008:2000
- Children have access and are required to wear during peak sun safe hours, hats, sunscreen and protective equipment while outside.
- That there is adequate shading over areas that are used in active and passive outside play.
- The outdoor space inspires exploration and experiences that are nature based, with a greater ratio of naturally obtained resources situated in the area for children to utilise.
- Barbeques are made inaccessible to children through coverings or removal and gas bottles are stored separately and out of the reach of children at all times.

## Family Day Care (Approved) Venues Procedure

'Residence' is defined in section 5 of the National Law as the habitable area of a dwelling. If the education and care is mainly provided in a building, or part of a building, other than the habitable area of a dwelling (i.e. someone does not live in the house/building), then it is not a residence, and must be assessed as a venue.

**It is the responsibility of the approved provider to approve and apply for amendment of the service approval for a family day care venue.**

**No education and care of children can occur from that venue until the regulatory authority issues an amended service approval that includes the new venue.**

The Regulatory Authority may, at the time of granting the service approval for a family day care service, approve a place (other than a residence) as a family day care venue for that service if the Regulatory Authority considers exceptional circumstances exist.

An Approved Provider may apply for an amendment to a service approval. This is a request for the approval of a place (other than a residence) as a family day care venue for a family day care service. It will be in writing, include the prescribed information (including right to work out of the premise and the Registered and Assessment Certification Form performed prior to application detailing its provision of health, safety and wellbeing of the children are protected) and include payment of fees.

Approval from the Regulatory Authority will be provided in writing.

The approved venue's environment is held to the requirements as listed in the above procedures as well as held to the National Law and Regulations additional indoor and outdoor space requirements.

**The following procedure will be used when assessing an approved venue's outdoor space -**

- There must be at least 7 square metres of unencumbered space for each child being educated and cared for (areas such as pathways, car parks, storage sheds are not to be included).
- Veranda's are to be counted as outdoor space unless it has been approved by the authorities as indoor space (but not as both).
- Outdoor space requirements do not need to be extended if a venue is educating and caring for additional children in an approved emergency.

**The following procedure will be used when assessing an approved venue's indoor space -**



- There must be at least 3.25 square metres of unencumbered space for each child being educated and cared for (areas such as passageways, bathrooms, storage, administrative rooms, and kitchens that are not used with children, etc. are not to be included).
- When determining if the kitchen is primarily used by children, authorities will consider -
  - If the kitchen is established as an educational space (equipment designed for children).
  - If the kitchen is safe for children to be in (as per the Registered and Approved Certification Certificate).
  - If the kitchen is used to prepare food for the children.
  - How often is it used for the education and care of the enrolled children.
- Veranda's can be either counted as indoor space if written approval from the regulatory authority is granted (and not included as outdoor space).
- Indoor space requirements do not need to be extended if a venue is educating and caring for additional children in an approved emergency.
- The venue space is not to be used for other purposes (other services) during operational hours.

## Sources

### Education and Care Services National Law and Regulations 2011 (Updated October 2017)

- Section 50A, Approval of a place as a family day care venue
- Section 54, Amendment of service approval on application
- Section 165, Offence to inadequately supervise children.
- Section 167, Offence relating to protection of children from harm and hazards
- Section 168, Offence relating to required programs
- Regulation 73, Educational program.
- Reg 74, Documenting of child assessments or evaluations for delivery of educational programs.
- Reg 75, Information about educational program to be kept available.
- Reg 76, Information about educational program to be given to parent
- Reg 77, Health, hygiene and safe food practices.
- Reg 78, Food and beverages.
- Reg 79, Service providing food and beverages.
- Reg 80, Weekly menu.
- Reg 81, Sleep and rest.
- Reg 82, Tobacco, drug and alcohol-free environments.
- Reg 83, Staff members and family day care educators are not to be affected by alcohol or drugs.
- Reg 88, Infectious diseases.
- Reg 89, First Aid kits.
- Reg 97, Emergency and evacuation procedures.
- Reg 98, Telephone or other communication equipment.
- Reg 99, Children leaving the education and care service premises.
- Reg 103, Premises, furniture and equipment to be safe, clean and in good repair.
- Reg 104, Fencing.
- Reg 105, Furniture, materials and equipment.
- Reg 106, Laundry and hygiene facilities.
- Reg 109, Toilet and hygiene facilities.
- Reg 110, Ventilation and natural light.



- Reg 116, Assessments family day care residences and approved family day care venues.
- Reg 117, Glass.
- Reg 168, Education and care services must have policies and procedures.

#### National Quality Standard (Updated February 2018)

- 1.1, The educational program enhances each child's learning and development.
- 1.2, Educators facilitate and extend each child's learning and development.
- 2.1, Each child's health and physical activity is supported and promoted
  - 2.1.1, Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
  - 2.1.2, Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
  - 2.1.3, Healthy eating and physical activity are promoted and appropriate for each child.
- 2.2, Each child is protected.
  - 2.2.1, At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
  - 2.2.2, Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
- 3.1.1, Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
- 3.1.2, Premises, furniture and equipment are safe, clean and well maintained.
- 3.2.1, Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.
- 4.1, Staffing arrangements enhance children's learning and development.
- 5.1, Respectful and equitable relationships are maintained with each child.
- 5.2, Each child is supported to build and maintain sensitive and responsive relationships.
- 6.1, Respectful relationships with families are developed and maintained and families are supported in their parenting role.
- 6.2, Collaborative partnerships enhance children's inclusion, learning and wellbeing.
- 7.1, Governance supports the operation of a quality service.
  - 7.1.2, Systems are in place to manage risk and enable the effective management and operation of a quality service.

Australian Competition and Consumer Commission

Early Years Learning Framework

Family Day Care Safety Guidelines, 6<sup>th</sup> Edition 2014

Kidsafe Queensland

National Firearms Safety Code – Commonwealth Attorney-General's Department.

Standards Australia

## Review

The policy will be reviewed annually.

The review will be conducted by:

- Approved Provider



- Employees
- Educators
- Families
- Interested Parties

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Reviewed: September 2017

March 2018

October 2018

October 2019

September 2020

September 2021

Next review: September 2022