



Procedure

Family Day Care Child Safety

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Family Day Care Care Child Safety

Purpose & Scope

This procedure aims to reduce the risk of illness, injury, allergic reaction, or impairment of children in care caused by:

- bites, stings and scratches from animals, insects, spiders, snakes and plants
- exposure to parasites
- exposure to toxic plants, fumes, chemicals, or other products
- traffic hazards
- Sudden Infant Death Syndrome
- drowning
- accidental injury or suffocation

Chemicals and chemical residues can be absorbed into the body by swallowing, (e.g. paint flakes, soil or residues on items placed in the mouth), skin contact, (e.g. residues on carpet, rugs and equipment) or inhalation, (e.g. exhaust fumes, dust). Some chemical toxins accumulate over time in the blood stream posing a particular threat to young children's physical and intellectual development.

Young children develop at a rapid rate and actively explore their environment, frequently put their hands or other objects into their mouth during play.

The enthusiasm and increasing mobility of young children makes them vulnerable to a widening range of hazards, and they often lack understanding of danger or the ability to retreat from danger.

Heat stress causes rapid fluid loss in children, which can lead to heat exhaustion and heat stroke. When exposed to high temperatures, children can experience serious harm, even death.

Educators and staff have a responsibility to protect children from harm, while in care. Educators must, at all times, supervise children's play and routines, be aware of each child's changing physical and intellectual capabilities, and eliminate or reduce hazards in their education and care service.

Process

Beds, Bedding, Cots, and Sleep Hazards - For Supervision of Sleeping Children refer to points 40, 41, 45, and 46

- 1 When providing care for children, under 2 years of age, educators must minimise the risk of Sudden Infant Death Syndrome and other sleep related hazards, by:
 - ensuring a smoke free environment is maintained for young children at all times
 - putting young children to sleep on their back, securely tucked in and with the child's feet at the bottom of the cot or child-sized bed, to minimise the risk of the child slipping under the covers
 - ensuring the child's head remains uncovered and clothing is free of drawstrings, ribbons or cords
 - removing any quilts, doonas, duvets, pillows, toys and cot bumpers
 - if using a cot,
 - I. a separate cot for each child is available
 - II. the cot complies with AS/NZS 2172 and all bedding to conform to specific state regulation and/or regulation
 - III. portable cots comply with AS/NZS 2195

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IV. the cot is clean and in good repair – Refer to - A Guide to Cot Safety

- ensuring any cot is fitted with a firm, clean mattress with no more than a 20mm gap between the mattress and the cot frame, that all plastic packaging is removed from the mattress and the waterproof mattress protector is strong and tightly fitted
 - ensuring cots are placed so curtain and blind cords, toy mobiles and electrical appliances are out of the child's reach
 - removing any excess bedding, hot water bottles or electric blankets from the cot, or bed, to avoid overheating
 - only using a bed if the child is under constant visual supervision, or the child is prevented from falling from the bed by a barrier free from entrapment and suffocation hazards, and the bed is fitted with a firm mattress (i.e. not a water bed)
 - preventing access to the area of a sleeping child by a cat or other animal (to prevent smothering)
- 2 Educators must ensure no child shares sleeping facilities, or bed linen with another child prior to the items being thoroughly cleaned or laundered. Individual bed linen is to be stored separately and mattresses are kept clean and in good repair.
- 3 No child shall be placed in a beanbag, or other furniture item containing polystyrene particles, or a stroller for sleep.
- 4 The educator must provide children over 3 years of age, who remain in care overnight, with an individual bed, or other form of bedding acceptable to the parent's cultural requirements, for sleep.
- 5 Educators must place young children to sleep in a bed or other place acceptable to the parent's cultural requirements, as soon as the child becomes ambulatory and can climb, to avoid risk of falls from cots.

Educator Risk Assessment

- 6 The Nominated Supervisor or delegate will not enter the name of a prospective educator on the Lake Macquarie Family Day Care Register of Educators unless the educator has completed a satisfactory risk assessment of the education and care area and facilities – Annual Service Approval Residence or Venue Risk Assessment and a staff member has verified the risk assessment. Additional forms may include; A Guide to Cot Safety, Educator Safety Audit, Routine Excursions, Emergency Evacuation Exercise, Educator's Risk Management Plan – Proposed changes to Residence or Venue, Sample Excursion Checklist.
- 7 Educators must carry out and record a daily inspection of their residence or venue to ensure it complies with regulatory requirements, and Work Health and Safety standards at all times – Educator Safety Audit and Risk Assessment. Educators must immediately rectify, or make inaccessible, any item or area in the service that does not comply.
- 8 Co-ordinators will carry out a visual inspection of education and care areas for hazards on regular residence or venue visits to educators and will issue a Hazard Notification Slip, if items or areas do not comply with Risk Assessment. Staff will request educators immediately make safe an identified hazard (e.g. remove or make inaccessible)
- 9 Educators must complete Annual Service Approval Residence or Venue Risk Assessment. A Guide to Cot Safety, Educator Safety Audit, Routine Excursions, Emergency Evacuation Exercise, Educator's Risk Management Plan – Proposed changes to Residence or Venue, Sample Excursion Checklist at least annually, within one month of the anniversary of their registration.
- 10 When completing an Annual Service Approval Residence or Venue Risk Assessment, educators must carefully inspect:
- areas used in the education and care service, including utility areas (e.g. kitchen, storage and laundry facilities)

- areas used to move between indoor and outdoor, and entryways used by parents, visitors and staff (e.g. gates, paths, driveways, patios, hallways etc.)
 - equipment used to provide the service and safety equipment
 - other regulatory requirements (e.g. record keeping, medication storage, first aid qualifications, public liability insurance, vehicle documentation etc.)
- 11 Once educators complete an Annual Service Approval Residence or Venue Risk Assessment, they must arrange a residence or venue visit by staff to verify the assessment information, and must have available a plan of the intended education and care areas of their service.
- 12 When conducting an Annual Service Approval Residence or Venue Risk Assessment verification residence or venue visit, co-ordinators will:
- inspect visible education and care areas, equipment, and other regulatory requirements of the service
 - consult with the educator about items stored in areas inaccessible to children and, with educator consent, inspect storage facilities in the education and care area
 - request educators take immediate action to make safe any items or areas posing immediate risk to service users (e.g. remove or make inaccessible these items or areas)
 - record items or areas considered unsafe, and any immediate action taken to ensure safety
 - negotiate a plan to manage identified risks and a review date with the educator
 - give the Nominated Supervisor or delegate, and the educator a copy of the visit record and management plan
- 13 Educators must not use any areas of their residence or venue to provide an education and care service, until a satisfactory Annual Service Approval Residence or Venue Risk Assessment of these areas has been completed, and verified by staff.
- 14 An educator's annual Certificate of Registration will note any area of the residence or venue not used in the education and care service.
- 15 A staff member must immediately arrange for children to be removed from an educator's residence or venue if, in their professional judgement, a service poses uncontrolled immediate risk to service users and the educator is unable or unwilling to remove or make inaccessible the item or area. The Nominated Supervisor or delegate must suspend an educator's service until the educator controls the risk to service users.

Exposure to Lead

- 16 Before purchasing toys, furniture and equipment to be used in the education and care area, educators, must check manufacturer's labels to ensure absence of lead components.
- 17 When providing care in a known lead affected area, educators adopt the recommendations of the Environmental Protection Authority to reduce lead contamination. Managing **Lead Contamination** in Home Maintenance, Renovation
www.environment.nsw.gov.au/resources/.../03004managinglead.pdf
- 18 All educators must reduce children's exposure to lead, including:
- promptly repair old peeling or weathered paint on indoor and outdoor walls and ceilings
 - ensure outdoor play areas are located away from busy roads and painted structures, or create a barrier between busy roads and play areas (e.g. shrubs or fences)
 - maintain strict hygiene practices, for example:
 - wash toys and equipment and children's hands, faces and feet regularly

- wet mop floors, window ledges, skirting boards and vacuum (with a vacuum cleaner containing a HEPA filter) when children are not present
- hose outdoor verandas and steps and wash pets regularly
- leave shoes outside
- keep indoor toys indoors, and outdoor toys outdoors
- maintain good grass cover or paving in outdoor play areas and regularly replenish sand in sandpits
- when considering renovation of a residence or venue, check if lead paint or lead contaminated ceiling dust is present and if present, close service while building works & renovations are in progress and dispose of building waste appropriately **Managing Lead Contamination in Home Maintenance**

www.environment.nsw.gov.au/resources/pesticides/03004managinglead

Hazardous Plants

- 19 Educators must identify plants growing in the education and care area and remove or make inaccessible indoor and outdoor plants, which present a risk to children – see kidshealth.schn.health.nsw.gov.au and <http://www.anbg.gov.au/poison-plants/R-poison.html>
- choking (e.g. berries, seed pods)
 - poisoning (e.g. ingestion of leaves, flowers, berries, bulbs, sap)
 - injury (e.g. sharp thorns, leaves which can cut or scratch a child)
 - allergic reaction (e.g. skin, eye, or airway irritation)
- 20 Educators must supervise children when close to plants and teach children not to put any indoor or outdoor plants or berries to their mouth.
- 21 Educators must be aware that ingestion of plant toxins can cause a range of symptoms including nausea, vomiting, abdominal pain, irregular or fast heartbeat, burning of the mouth or skin rash, hives, difficulty breathing, wheezing, asthma, and anaphylaxis.
- 22 If a child shows symptoms of plant poisoning, educators must seek immediate advice from the Poisons Information Centre **131 126** about appropriate first aid treatment and call **000** for an ambulance in accordance with the scheme's Emergency, Evacuation, Incidents, Injury, Trauma, and Illness Procedure.

Insect, Spider & Snake Hazards

- 23 Educators must minimise children's accidental contact with insects, spiders and snakes, by:
- avoiding use of insect attracting lawns and garden plants (e.g. clover lawns, nectar producing flowers), mowing lawns regularly and removing debris
 - checking play areas and equipment daily for insect infestation, before care commences
 - keeping outdoor garbage bins covered and garbage areas clean and tidy
 - removing insect nests or hives from doorways and areas in or near children's education and care areas as soon as they are noticed
 - ensuring children wear protective clothing (e.g. closed toe shoes and long pants) and use insect repellent if walking through bushland or long grass
 - ensuring children's food and drink containers are not left uncovered when eating or drinking outdoors

- ensuring children with known allergy to insect bites or stings wear medical-alert bracelets and chronic illness procedures are followed (See Lake Macquarie Family Day Care Chronic Illness Management Procedure)
 - educating children to be wary of insects, spiders or snakes, and not to pick up or touch insects, spiders or snakes unless an adult is present
- 24 Educators must maintain current first aid, CPR, asthma and anaphylaxis qualifications at all times, provide first aid treatment for bites and stings immediately and carefully monitor the child for signs of allergic reaction.
- 25 Educators may try to identify the animal or insect, which has stung or bitten a child, **only if it is safe to do so**, in case antivenin is required.

Pesticide Use

- 26 When considering the use of chemicals to repel or control weeds, insects, rodents and other pests, educators must balance the hazard posed by the chemical for humans and the environment against the risk of the pest – for further information refer to Managing Pesticides in NSW www.epa.nsw.gov.au
- 27 **When selecting pest control methods and pesticides**, educators must:
- choose a pest control method that is least toxic, most effective or a permanent solution, (e.g. reduce clutter and garden rubbish, increase hygiene, reduce nesting places, seal wall and floor cracks, use traps)
 - select lowest toxicity pesticides, correct chemical for the job and use only licensed and registered pest control operators
- 28 **When using pesticides** educators must:
- use the pesticide when children or other service users are not present, are not in the immediate vicinity, or will not come into direct contact with the chemical or any residue
 - ensure food, cooking utensils, toys, baby bottles, dummies and toothbrushes are put away
 - read and follow the manufacturer's instructions for use, storage and first aid
 - prepare the pesticide in a well-ventilated area and use personal protective clothing, (e.g. gloves, facemask and long sleeved shirt)
 - use smallest quantity of pesticide required to do the job
 - avoid using pesticides on windy days
- 29 **After using pesticides**, educators must:
- wash hands and arms thoroughly
 - remove any contaminated clothing
 - ensure items used by children are thoroughly cleaned and ensure no pesticide residues are accessible to children
- 30 **If pesticide poisoning or spill occurs**, educators must:
- follow the first aid directions on the manufacturer's label
 - seek immediate medical advice from Poisons Information Centre (telephone **131 126**)
 - report spills or misuse of pesticides to the Environmental Protection Authority (telephone **131 555**)

Pets & Child Contact

- 31 When animals and pets are present at an educator's residence or venue, educators must:
- inform parents about any pets or animals kept at their residence or venue, before enrolling children in care or before obtaining new pets
 - ensure fencing separating animals from children's education and care area is maintained in good condition, and the pet is contained within the separate area before children arrive in care
 - ensure all animals and pets kept on the residence or venue are clean, healthy, regularly vaccinated, de-wormed and are free from diseases or parasites that can be transmitted to children
 - limit contact with domestic pets to programmed activities, only under the educator's direct supervision (e.g. grooming, patting, and pet care displays), and avoid contact with potentially dangerous animals
 - keep animals away from children's play areas, food preparation and eating areas, sleeping and nappy change areas
 - where pets are kept indoors outside of care hours, vacuum furniture and floors daily, and clean surfaces used by children with which the pet may have been in contact before children arrive, to remove potential allergens
 - ensure hygiene procedures are followed including:
 - feed or water containers used by pets or animals in areas inaccessible to children
 - remove pet faeces from areas used by children daily, before children arrive in care
 - only allow children contact with the pet at specified times, and discourage children from putting faces close to animals
 - washing both the children's and the educator's hands after touching or handling animals, including items used by animals (e.g. grooming equipment, feed, or water containers)
 - minimise children's contact with unfamiliar dogs in parks or other residence or venue: and
 - teach children to stand still and avoid eye contact if an unfamiliar dog approaches

Play Equipment and Trampolines

- 32 All play equipment used in the care and education of children must comply with relevant Australian Standards and must be clean, regularly inspected and maintained in good repair at all times. Broken equipment must immediately be removed from play areas.
- 33 In accordance with Family Day Care Guidelines 6th Edition -Kidsafe, any play equipment with a **fall height of 60cm or more** above ground level requires under surfacing that is compliant with AS/NZS 4422:1996 Options include:
- loose-fill materials such as pine bark
 - synthetic grass with an impact layer beneath
 - portable mat systems that offer impact absorption
 - wet pour rubber surfaces

Educators need to ensure the under surfacing product is tested and the supplier provides a certificate as evidence of testing. Educators must provide a copy of the certification to Lake Macquarie Family Day Care.

It is recommended educators seek advice from Kidsafe and the Playground Advisory Unit before purchasing equipment and under surfacing. Refer to Kidsafe www.kidsafensw.org

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- 35 If trampolines are used the educator must:
- ensure only 1 child uses the trampoline at a time
 - maintain constant direct supervision of children at all times
 - ensure the trampoline complies with Australian Standard 4989-2006 and if the trampoline is higher than 60cm from the ground meets the requirements of Kidsafe in regard to certified soft fall and adequate fall zone
 - ensure compliant pads are attached to the springs of the trampoline at all times
 - maintain the trampoline and pads in good repair at all times

Storage of Dangerous Substances and Equipment

- 36 Educators and staff must ensure that all dangerous or caustic cleaning materials, disinfectants, poisonous or dangerous substances and medications (including vitamins) kept at the residence or venue, are stored in a child resistant container that is clearly labelled with a description of the contents and directions for use.
- 37 Educators and staff must ensure that all dangerous substances and equipment kept at the residence or venue, are stored in secure storage facilities that are inaccessible to children.
- 38 Educators and staff must ensure that all medication or other dangerous substances kept at the residence or venue, which requires refrigeration, is stored in a child resistant container in the refrigerator.
- 39 Educators must comply with the requirements of the Lake Macquarie Family Day Care Annual Service Approval Residence or Venue Risk Assessment at all times.

Supervision

- 40 Educators must not perform other duties whilst supervising children.
- 41 Educators must maintain visual or auditory supervision of children in care at all times including while children are sleeping.
- 42 Play areas used must allow educators a clear, unobstructed view of play, e.g.
- curtains or corners do not obstruct view of verandas or courtyards
 - garden sheds or washing do not obstruct view of outdoor play areas
 - play areas are clearly visible from nappy change area and/or educators develop a risk management procedure to ensure children are not left unattended
- 43 Educators must not leave children in the care of another person, unless:
- the person is a staff member
 - the person is a registered relief educator and parents have provided signed consent
 - in a medical emergency, the educator is physically unable to continue care and Lake Macquarie Family Day Care staff and the children's parents have been notified (See – Lake Macquarie Family Day Care Emergency, Evacuation, Incidents, Injury, Trauma and Illness Procedure)
- 44 Educators must remain with children at all times, while:
- children play on balconies
 - transporting children by car or on excursions

- children self-administer medication (e.g. asthma inhalers or other medication – See Lake Macquarie Family Day Care Medication Dispensing Procedure)
- 45 Educators must remain awake, alert and close enough to hear if a child wakes, during children's daytime rest periods. Educators must:
- visually check children who are sleeping at frequent intervals (at least every 10 to 15 minutes) to ensure each child is sleeping comfortably and safely and maintain auditory supervision at all times
 - document the visual checks and maintain this record
 - not use monitors as a substitute for visual monitoring, but as an additional monitoring aid
 - ensure children who have an identified chronic medical condition, or are unwell, who are sleeping, must be in an area that is readily visible and accessible to educators at all times
- 46 When providing **overnight care**, educators must,
- complete the Overnight Care Arrangement for Children form and ensure this form is signed by the parent of the child prior to the care occurring and submitted to the Coordination unit
 - complete a Risk Assessment specific to the care requirements of the child and include the management of any specific needs of the child, in consultation with the child's parent prior to the overnight care commencing
 - ensure children are sleeping in areas close enough for the educator to hear if the child wakes. Educators must check children regularly until the educator retires for the night
 - not provide overnight care if the educator is taking any medication that may affect their ability to respond appropriately to children during the overnight care period
- 47 While attending play session, educators must ensure children participate in activities where educators can maintain visual supervision of all children in their care (e.g. educators should not allow a child outdoors, if all other children in care are indoors). Educators must supervise all children in their care when attending to toilet or nappy change routines for a child.
- 48 Educators must limit telephone conversation to essential matters or for brief periods only, while children are at play and during meal or other routine times. Communication including the use of social media must be limited to times when children are resting and remain supervised or out of care hours.
- 49 Any visitors during the operation of the family day care service must complete in the visitors book, their full name, signature, time of arrival and departure, and purpose of the visit. It is the educator's responsibility to ensure this information is documented. If not provided by the visitor, the educator will provide the aforementioned details. Visitors must not be left alone with children. This includes supervising, toileting, or nappy changes. The purpose of the visit must not interfere with the educator's responsibility of supervising and providing education and care to the children.

Transporting Children by Car

- 50 Educators must conduct all excursions away from the residence or venue according to Lake Macquarie Family Day Care Excursion Procedure.
- 51 Before transporting children by private motor vehicle, educators must ensure:
- a risk assessment has been conducted and the risk assessment is available for parents

- a parent of each child being transported has given written consent by completing either the Family Day Care Admission Agreement for routine outings and Routine Excursion, or a Permission Note for Non Routine Excursions form for any other excursion, as appropriate
- the vehicle, used to transport children, is equipped with a child restraint for each child which meets Australian Standards
- the driver has a valid driver's licence and a copy has been provided to the FDC office
- certificate confirming proper installation of all child restraints, fittings, seat belts and anchor bolts, issued by a Roads and Maritime Services authorised fitting station
- the transportation of children is in accordance with Australian Road Rules and Regulations, or any amendment from time to time, in force at the time of transportation, and child restraints used are of a type and design recommended by the Roads & Maritime Services Authority of New South Wales for the child's age, weight, and physical development. Refer to www.rms.nsw.gov.au and Kidsafe Family Day Care Guidelines 6th edition 2014

52 **In relation to child restraints the law states,**

- children younger than 6 months must be secured in a rearward facing approved child restraint
- children between 6 months and 4 years must be secured in either a rearward facing approved child restraint or a forward facing approved child restraint with a built in harness
- children between 4 and 7 years must be secured in a forward facing approved child restraint that has an inbuilt harness or an approved booster seat which is restrained by a seatbelt
- children under 4 years do not occupy a front seat
- children aged 4 to 7 years only occupy a front seat if all the back seats are occupied by children under 7 years of age
- Older children 148 - 150cm or taller (*Ref Kidsafe Family Day Care Guideline 6th Edition*) - it is strongly recommended that children aged over 7 years stay in their booster seats until they have outgrown them. Children need to be around 148 - 150cm tall before they properly fit into an adult seatbelt.

For further information contact the NSW Department of Transport -NSW Centre for Road Safety > Staying safe > Children > Child restraints\

53 Educators must give the service, updated copies of vehicle registration and certificate of proper installation of child restraints, fittings, seat belts and anchor bolts:

- annually and
- on change of vehicle

54 An educator must not leave children in a vehicle **at any time** when the educator is out of the vehicle unless a staff member is available, and has agreed to provide substitute supervision for a short period only.

Water Safety

55 All swimming pools, spas or significant water hazards located within the registered educator's residence or venue, must be fenced and/or inaccessible to prevent children gaining access to the area in accordance with current State Governments Swimming Pools Act

Educators are required to provide a current certificate of compliance in relation to pool safety.

Educators must carry out a daily inspection of their pool/spa area to ensure the area complies at all times with the current State Governments Swimming Pools Act

- 56 When using wading pools, water play containers or soaker hoses with children in care, educators must:
- first obtain the consent of a parent of each child in care on the Water Activities Consent Form
 - ensure the wading pool or water play container is of a size and design that can be overturned by one adult to empty and, that water does not exceed 15cms deep
 - remain with the children during play **at all times**
 - empty the wading pool or water play container **immediately** after play
 - store all water play equipment, pools and hoses so the equipment will not collect and hold water
- 57 All pool filters, ponds, fountains, fish tanks or other water features, either indoors or outdoors, in the education and care area or in areas used to enter or leave the premises, must be covered or made inaccessible to children.
- 58 Each day, before children arrive for care, educators must empty nappy buckets and other vessels containing water or place them in an area inaccessible to children.
- 59 While children are in care, educators **must not**:
- permit children in care to swim at a beach, lake, river, dam, pond, swimming pool or other body of water unless the children provided with the service are taken on an excursion for the specific purpose of learning water safety or learning to swim (with a qualified swim instructor) and the adult child ratio is **one adult for each child**.
 - take children provided with the service on any excursion to a beach, river, lake, pond, pool or dam or other place where there is a water hazard unless the minimum adult to child ratio of persons participating in the excursion is:
 - (a) **one adult for each child who is under 3 years of age, and**
 - (b) **one adult for each 2 children who are 3 or more years of age but who do not normally attend school, and**
 - (c) **one adult for each 5 children who normally attend school** - refer to Excursion Procedure

WHS Management System Information

Record Keeping Requirements

Records associated with, and generated in compliance with this document include:-

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All records will be managed in accordance with **WHS Module 10 - Records**.

Training Requirements

Specific training required to carry out the requirements of this document includes:-

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Training requirements will be managed in accordance with **WHS Module 12 – Training**.

Auditing Requirements

Auditing of this process will be managed in accordance with **WHS Module 11 – Auditing**.

Corrective Actions

Corrective actions are to be managed in accordance with **WHS Module 09 – Corrective Actions** whenever it is identified that the requirements of this document and its references are not being met.

Review

This document will be reviewed in accordance with **WHS Module 04 – Document Control** and whenever there is a relevant change to applicable legislation, industry standards, Codes of Practice, the WHS Management System, or the process.

Responsibilities, Authorities & Accountabilities

Responsibility, authority, and accountabilities for all positions within Council are outlined in **WHS Module 01 – WHS Responsibilities** and in the **WHS Responsibilities, Authorities and Accountabilities (RAA) Table** associated with **WHS Module 01**. The RAA table includes responsibility, authority, and accountabilities for employees, managers, supervisors, contractors, visitors, and persons with specialist roles within the organisation.

In addition to **WHS Module 01 – WHS Responsibilities**, the following positions have responsibilities, authorities and accountabilities associated with this document:

Position	Responsibilities, Authorities & Accountabilities

Controlled Document Information

Authorisation Details

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Folder No:	F2004/12276-03	TRIM Record No:	D07728518
Audience:	Departmental - Family Day Care staff, educators and stakeholders		
Department:	Community Planning		
Officer:	Service Manager - Jan Morgan		
Review Timeframe: Max < 3 years	3 Years	Next Scheduled Review Date:	4 February 2019
Authorisation:	Manager Community Planning - John Ferguson – 4 February 2016		

Related Document Information, Standards & References

Related Legislation:	Children (Education and Care Services) National Law (NSW) Children (Education and Care Services) National Law (NSW) Education and Care Services National Regulations Education and Care Services National Amendment Regulations 2014 Roads and Traffic Act 2013 Work Health & Safety Act 2011 Work health and Safety Regulations 2011 Privacy & Personal Information Act 1998 Children and Young Persons (Care and Protection Act) 1998 Pesticides Act 1999 NSW Swimming Pools Act	(Relationship/Context)
Related Policies (Council & Internal):	(Policy Name & TRIM Document No.)	(Relationship/Context)
Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:	A Guide to Cot Safety Checklist Annual Service Approval Residence or Venue Risk Assessment Chronic Illness Management Procedure Educator Risk Assessment Educator's Risk Management Plan – Proposed changes to Residence or Venue Emergency, Evacuation, Incidents, Injury, Trauma and Illness Procedure Emergency Evacuation Exercise Excursion Procedure Family Day Care Admission Agreement Hazard Notification Slip Medication (Dispensing & Storage) Procedure Permission Note for Non Routine	(Relationship/Context)

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	Excursion Routine Excursions Safety Audit Sample Excursion Checklist Water Activities Consent Form	
Standards COP's & Other References	Managing Lead Contamination in Home Maintenance www.environment.nsw.gov.au/resources/pesticides/03004managinglead kidshealth.schn.health.nsw.gov.au and http://www.anbg.gov.au/poison-plants/R-poison.html Kidsafe Family Day Care Guidelines 6 th Edition 2014 Managing Pesticides in NSW www.epa.nsw.gov.au NSW Department of Transport -NSW Centre for Road Safety > Staying safe > Children > Child restraints	(Relationship/Context)

Definitions

Term / Abbreviation	Definition
Nominated Supervisor or delegate	Authorised Supervisor of Lake Macquarie Family Day Care, Nominated Supervisor – responsible (along with the Approved Provider) for ensuring the scheme is following the Law and the Regulations, Certified Supervisor – a person with a supervisor certificate placed in day to day charge of an education and care service.
Bed	an adult sized bed fitted with a firm mattress, or other culturally acceptable form of bedding approved by the parent.
Educator	(a) a person actually involved in educating, minding or caring for children at his or her residence or venue and whose name appears on a current Lake Macquarie Family Day Care Register of Educators (a primary educator) ; and (b) a person whose name appears on a current Lake Macquarie Family Day Care Register of Educators and who is engaged as a relief educator to educate, mind or care for children in the residence or venue of a primary educator (c) a person whose name appears on a current Lake Macquarie Family Day Care Register of Educators and who is engaged as an educator assistant to educate, mind or care for children in the residence or venue of a primary educator for no more than 4 hours
Educator's residence or venue	the entire parcel of land, buildings, fences and other structures comprising the educator's residential address, including areas of land, buildings, fences or other structures not located within the fenced area used for care of children.
Dangerous Substances and Equipment	dangerous or caustic cleaning materials, disinfectants, poisonous and other dangerous substances, heavy, dangerous or sharp tools, heavy dangerous or unstable equipment, toiletries, medications (including vitamins), first aid equipment and supplies, small, sharp or jagged objects that pose a hazard to children and may cause injury
Co-ordinator	provides support and assistance to all FDC educators registered with LMFDC, and monitors each educator's compliance with The National Quality Framework
Parent	the parent of a child registered for care with Lake Macquarie Family Day Care and includes: (a) guardian of the child, and/or (b) a person who has the legal custody of the child
Pet	any animal or bird, kept as a companion, and includes domestic animals, farm

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	animals and native animals
Regulatory requirement	State and Federal government regulations that are relevant to the provision of Family Day Care services in NSW
Approved Provider	Lake Macquarie Family Day Care
Service	an education and care service operated by an educator whose name appears on a current register of educators for Lake Macquarie Family Day Care
Service users	educators, staff, children, parents, volunteers or visitors to the child care service operated by the educator
Staff	an employee or employees of Lake Macquarie City Council for service within Lake Macquarie Family Day Care
The National Quality Framework	Includes: <ul style="list-style-type: none"> a National Legislative Framework that consists of the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations, Children (Education and Care Services) National Law (NSW) Education and Care Services National Amendment Regulations 2014 a National Quality Standard an assessment and rating system a Regulatory Authority in each State and Territory who will have primary responsibility for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard. The Australian Children's Education and Care Quality Authority (ACECQA)
Work Health and Safety	Includes: <p>Work Health and Safety Act 2011 No 10</p> <p>Work Health & Safety Regulations 2011</p>

Version History

Version No	Date Changed	Modified By	Details and Comments
2	10/03/2006	J. Wade	Remove reference to Family Day Care & Home Based Care Regulations 1996, updated attachments, include reference to relief carer in definitions, include parent consent to water activities
3	22/8/2007	J. Wade	Include section on storage of dangerous substances and dangerous equipment
4	10/12/2008	J. Wade	Update references and attachments, include beds, bedding and cots, include Play equipment and trampolines, update water, safety, supervision, pets, exposure to lead, and hazardous plants sections, include definition of carer's premises
5	20.3.09	J. Wade	Remove requirement for trampoline to be placed in ground, remove reference to dummies, bottles and loose clothing in bedding requirements
6	02.12.2010	J. Morgan	Include summary of changes to child restraint legislation effective 1 March 2010. Remove reference to 2007 draft legislation Update reference to FDC Form 35 and FDC Form 5158 Educator Audit Include annual pool/spa compliance inspections Include additional information re play equipment Update supervision of sleeping children and overnight care
7	08/12/2011	S. Vickers	Update reference to Children's Services Regulation 2004 & OH&S to The National Quality Framework, home to residence or venue, childcare to education and care, added definitions of The National Quality Framework, Work Health and Safety, Coordinator, updated definition of Authorised Supervisor

8	30/07/2012	J. Morgan	Added point 49, updated reference titles Annual Service Approval Residence or Venue Risk Assessment & Emergency, Evacuation, Incidents, Injury, Trauma and Illness Procedure, Authorised Supervisor to Nominated Supervisor or delegate, added A Guide to Cot Safety:2003, updated Scheme to Service
9	13/02/2014	J Morgan	Updated references. Updated water safety to reflect regulatory requirements for adult to child ratio's when children attend excursion that has a water hazard or are taken on an excursion for the purpose of learning to swim. Updated information from Roads and Maritime Services
10	10/11/2014	J Morgan	Updated legislation and references
11	04/02/2016	J Morgan	Updated pool certificate requirements