



EASTERN REGION FAMILY DAY CARE POLICY MANUAL

MARCH 2023



ORGANISATIONAL STRUCTURE

ACECQA

- *National Regulatory Body*

Education and Care
Regulatory Unit (ECRU)

- *WA's Regulatory Authority*

Service Operator (Approved Provider)

Shire of Mundaring

Chief Executive Officer: Jonathon Throssell

Director Strategic and Community Services: Megan Griffiths

Eastern Region Family Day Care (Approved Service)

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Child Care and Parenting Co-ordinator: *Gabrielle Crosse*
(Nominated Supervisor)

Senior Financial and Administration Officer: *Antonietta Tomizzi*

Educational Leader: *Julie Pongracz*

Recruitment and support: *Gaye Kara*

Support and resources: *Kathy Crabtree*

Assistant Financial and Clerical Officer: *Yvonne Hart*

Family
Day Care
Educators

Families
and
Children

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EASTERN REGION FAMILY DAY CARE SERVICE PHILOSOPHY

WE VALUE CHILDREN

Every child has a right to quality, inclusive and equitable education and care.

We value each child's voice and respect their right to have ideas, make choices and be heard.

Children have the right to respectful, nurturing relationships with others in an environment in which they feel safe.

WE VALUE FAMILIES

We acknowledge families as the most important influence and source of information about their child.

Families are unique and bring a diversity of experiences, perspectives, expectations, knowledge, culture and skills to children's learning.

WE VALUE EDUCATORS

We believe in child safe environments that are rich in experiences which provoke wonder, laughter and learning.

We acknowledge the important relationships educators build based on communication and trust.

Educators are unique - their knowledge and practices are developed through networking, reflection and professional development.

WE VALUE COMMUNITY

Our culturally diverse community is recognised and valued as a significant learning environment for children to explore, appreciate and belong in.

We acknowledge and show appreciation to the custodial owners of the land we stand on, the Noongar people, for their care of land and culture, which we aim to further understand, include and embrace.

WE VALUE ERFDC STAFF

We believe children's rights are our priority and at the core of all decision making.

We value the role to resource, educate, be reflective and improve our education and care practices, and service operations to maintain a quality service to our family day care community.

DUTY OF CARE

PURPOSE:

To ensure that the family day care service staff and educators are aware of their obligations under the legal requirements of 'duty of care.'

SCOPE:

This Policy applies to family day care educators, family day care educator assistants; regular visitors, family day care service staff members, family day care educator family members, household members, students, parents, children (including visiting children) and volunteers.

POLICY:

The family day care service staff and family day care educators / educator assistants operating with the service will use best endeavours to operate within their 'duty of care' obligations.

'DUTY OF CARE' DEFINITION:

A "Duty of Care" is a moral and legal obligation to ensure the safety or well-being of others.

GUIDELINES:

1. The family day care service management, staff and educators operating within the service will make every endeavour to operate at all times in the best interest of children.
2. The family day care service management, staff and educators operating with the service will ensure that they are aware of and comply with all legal obligations pertaining to family day care, including State and Commonwealth Government Acts, Regulations and Commonwealth Family Assistance Law - eg CCSS legislative requirements
This includes but is not limited to:-
 - 2.1. Supervising children to ensure their safety and wellbeing;
 - 2.2. Designing and implementing programs and procedures to ensure the appropriate development and safety of children;
 - 2.3. Maintaining the safety of the family day care business, its facilities and equipment;
 - 2.4. Maintaining safety when transporting children and when on outings;
 - 2.5. Educating and warning children about dangerous situations or practices as appropriate to their age and understanding, whilst acknowledging play with assessed risk is beneficial for children;
 - 2.6. Not operating family day care in situations where the educator or any member of their household is adversely affected by alcohol, drugs or acts in a way which is detrimental to children's wellbeing.
3. Family day care educators will notify family day care service staff of any changes, or intended changes to the persons occupying the house, changes to the building or temporary or permanent closure of their business at the residence (Service Change of Circumstances form).
4. Family day care educators who close their business on a temporary basis, due to serious illness or pregnancy will, prior to their recommencement, provide a Medical Clearance Certificate to the family day care service. This certificate must state that the family day care educator is 'fit to return to work with children'.
5. The family day care service must be informed if anyone is operating, or commences to operate, another business from the same family residence in which family day care operates.

SUPPORTING DOCUMENTATION:

To implement this Policy refer to:

Appendix: *Code of Conduct*

[ECA Code of Ethics](#)

Service Agreement

AUTHORISATION:

Version	Action	Date
Duty of Care Policy v1	Endorsed	25/07/17
v1	Review date	01/10/18
v2	Review date	01/01/22
v3	Review date	31/01/23

Policies in this section as required by:

Education and Care Services National Law (WA) Act 2012:

Section 3(2)(a); 3(3)(a)(f); 161; 162; 165-167; 170; 171; 174; 179; 189

Education and Care Services National Regulations, 2012 – 'Regulations':

77-98; 99-102; 103-106; 109-110; 116-117; 123-124; 136; 155; 160-166; 168-170; 172; 176

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 2 – Children's Health and Safety

Standard/Element 2.2.1, 2.2.2, 2.2.3

Quality Area 3 – Physical Environment

Standard/Element 3.1.1, 3.1.2

Quality Area 4 – Staffing Arrangements

Standard/Element 4.2.2

Quality Area 5 – Relationships with Children

Standard/Element 5.1.1, 5.1.2, 5.2.2

Quality Area 6 – Collaborative Partnerships with Families and Communities

Standard/Element 6.1.2, 6.1.3, 6.2.3

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

PURPOSE:

To protect children's health and safety within the family day care service.

SCOPE:

This Policy applies to family day care educators; family day care educator assistants; regular visitors, family day care service staff members, family day care educator family members, students, parents, children (including visiting children) and volunteers.

PRINCIPLE:

The approved provider of an education and care service has the responsibility to ensure the family day care service has in place policies and procedures in relation to health and safety including matters relating to nutrition, food beverages, dietary requirements; sun protection; water safety, including safety during any water-based activities; tobacco, alcohol and illicit drugs; sleep and rest; supervision; child protection; and a child safe environment.

The approved provider must take reasonable steps to ensure the policies and procedures are followed and made available for inspection or at request.

The approved provider must ensure parents of enrolled children are notified fourteen (14) days prior to making any change to these policies and procedures.

POLICY:

Family day care educators will use best endeavours, to ensure the health and safety of children in family day care is protected, through the implementation of recognised Australian health and safety guidelines and standards.

The family day care service will have policies and procedures in place in relation to:

1. Nutrition, food and beverages, and dietary requirements
2. Sun protection
3. Water safety, including safety during any water-based activities
4. Sleep and rest
5. Tobacco, alcohol and illicit drugs
6. Child protection
7. Child Safety and
8. Child Supervision

AUTHORISATION:

Version	Action	Date
Policy 1 v1	Endorsed	01/08/12
v2	Amended date	15/07/17
	Review date	01/10/18
v3	Review date	31/01/23

Education and Care Services National Law (WA) Act 2012:

Section 3(2)(a); 167

Education and Care Services National Regulations, 2012 – ‘Regulations’:

77-80; 90-92

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.1.2, 2.1.3, 2.2.2

Quality Area 3 – Physical Environment

Standard/Element 3.1.2

Quality Area 4 – Staffing Arrangements

Standard/Element 4.2.2

Quality Area 6 – Collaborative Partnerships with Families and Communities

Standard/Element 6.1.1, 6.1.2, 6.1.3

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

POLICY:

Children's health is promoted through the provision of food and beverages that meet recommended Australian standards and dietary guidelines.

PROCEDURES:

Minimising risk

1. Family day care educators must complete a recognised and accredited food safe course as recommended by the family day care service.
2. The family day care service will inform the family day care educator of the importance and recommendations of the NRMHC Staying Healthy document and make it available to educators during orientation training.
3. The family day care educator will maintain health and hygiene practices in line with *NRMHC Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Edition)* guidelines – food safety.
4. Safe eating practices will be implemented to minimise risk of choking eg. direct supervision of children at all meal times, babies/infants with bottles.

Communication with families

1. The family day care educator will consult and collaborate with families to best ensure children’s nutritional needs are met including daily intake and output of food and fluids.
2. Food and dietary preferences as indicated by families [such as vegetarian or religious needs] will be accounted for in the menu planning.

3. Any food related health or medical conditions (diagnosed or undiagnosed) of the child will be clearly written on the enrolment form.
4. In consultation with parent/s/families the family day care educator will develop a medical risk minimisation plan for children with food related medical conditions i.e. allergies or intolerances and forward to the Eastern Region Family Day Care office.
5. Parents of a child with a known food allergy are to provide the family day care educator with an action plan prepared by a medical practitioner, (www.allergy.org.au) and forward to the Eastern Region Family Day Care office.

Food and beverages provided by the family day care educator

1. The family day care educator will provide adequate age and developmentally appropriate foods. These foods will meet children's nutritional requirements consistent with current recommended Australian Standards and Guidelines.
2. Food and beverages will take into account each child's growth and development needs and any specific cultural, religious or health requirements.
3. Food and beverages will be provided on a regular basis throughout the day.
4. The family day care educator will plan and implement a menu that reflects current dietary guidelines.
5. The family day care service co-ordinators will collaborate with the family day care educator on the suitability of weekly menus and guide changes required to meet nutritional guidelines.
6. The weekly menu will be displayed, made accessible to parents, and accurately describe the food and beverages provided by the family day care educator each day.
7. Families will be provided with opportunities to contribute to the menu planning.
8. Access to safe drinking water will be provided at all times.

Food provided by the family

1. The family day care educator will encourage families to provide the child in care with suitable age appropriate foods that meet the child's nutritional needs.
2. If food that does not meet the nutritional needs of the child is provided by the family, the family day care educator will inform parents that the food they provide must adhere to the *Nutrition, food and beverages and dietary requirements policy* and offer alternative healthy food choices.

Special occasions and celebrations

1. Snack foods such as cakes, biscuits and takeaway foods will be discouraged and limited to promote healthy eating and drinking lifestyles with children.
2. The family day care service will ensure healthy eating information and training is available to the family day care educator.

3. The family day care educator can support the celebration of special occasions and cultural festivals but will ensure that food provided by the educator or brought from the child's home adheres to the family day care service's *Nutrition, food and beverages, and dietary requirements policy*.

Children and food safety

Also Refer to:

Early Years Learning Framework – Practice: Responsiveness to children; Intentional teaching; Cultural competence – Outcomes: 1, 2, 3

Framework for School Aged Care – Practice: Collaboration with children; Intentionality; Cultural competence – Outcomes: 1, 2, 3

1. Individual serving plates and bowls will be used.
2. Encourage children to eat and drink at the table to promote hygiene and safe eating practices.
3. All infants will be closely supervised when drinking from bottles.
4. Educators are encouraged to sit and eat with children to role model healthy eating practices and guide acceptable eating behaviours.
5. Children's rights to choose foods and to feed themselves will be respected.
6. Children will be given assistance and encouragement when developing self-help skills and becoming independent. For example the use of small tongs for serving food and child sized utensils for eating.
7. Food will not be given as a reward or used as punishment to alter children's behaviour.

PRACTICES:

1. To minimise transmission of food borne illness or medical episodes in children, educators will:
 - 1.1 Have a designated area for food preparation and storage, and for preparation of bottles, which is safe and hygienic.
 - 1.2 Store cooked and uncooked meat in separate refrigeration compartments.
 - 1.3 If applicable use separate colour-coded chopping boards for cooked and uncooked food.
 - 1.4 Also use separate colour- coded chopping boards / utensils / plates for Halal food and child/ren with food related anaphylaxis.
 - 1.5 Have facilities that include a stove or microwave oven, sink, refrigerator, suitable waste disposal, and a hot water supply.
 - 1.6 Ensure food that is transported is stored within food safe temperature guidelines.
2. If involved in food preparation and serving:
 - 2.1 Wash hands before and after handling food or utensils.
 - 2.2 Wash hands after:
 - 2.2.1 using the toilet
 - 2.2.2 having contact with unclean equipment and work surfaces, soiled clothing; and dish cloths

- 2.2.3 toileting children
 - 2.2.4 wiping children's noses or your own nose and
 - 2.2.5 removing gloves.
 - 2.3 Do not prepare food while suffering from any gastrointestinal illness until at least one full day after recovery, or from any hand infection.
 - 2.4 2.4 Prepare and serve food in accordance with the Food Safety Standards for Australia foodstandards.gov.au
3. **It is recommended that you allow food to cool enough to be safe for children to eat** but no longer than 2 hours. Left-over food should immediately be stored in the refrigerator at 5°C or lower.
4. Clean and sanitise the food preparation and serving areas at the end of each day. For cleaning and sanitising food contact surfaces and utensils, use neutral detergent and water to remove visible contamination such as food waste, dirt and grease. Followed by sanitising using either heat or chemical sanitisers that are suitable for use for food contact surfaces.
5. Be aware of and accommodate the special needs of children with food related medical conditions and culturally and linguistically diverse families. Consider special rules for storing, preparing and serving foods such as Halal and Kosher food:
- 5.1 Communication with the parent is essential to ensure specific requirements are met.
- Access additional information through Allergy & Anaphylaxis Australia allergyfacts.org.au, ASCIA allergy.org.au or Halal Australia on halal-australia.com.au
6. Ensure microwave food safety by:
- 6.1 Being aware that microwaves are useful for defrosting, cooking and re-heating foods, and the usual rules of food safety apply.
 - 6.2 Clean the microwave daily as food is often splattered inside.
7. Use the following principles in preparing infant's bottle feeds:
- 7.1 Store bottles of milk on a shelf in the refrigerator, do not store in the door of the refrigerator.
 - 7.2 Use only clean bottles and teats for all infant feeds.
 - 7.3 Wash hands before preparing or handling expressed milk or formula.
 - 7.4 Prepare formula strictly according to instructions on the container; if the container is not provided instructions given by the parents are to be followed.
 - 7.5 Do not use a microwave for heating expressed breast milk and infant milk bottles.
 - 7.6 Warm infant bottles by standing in warm/hot water or a commercial bottle warmer. Shake and test milk before giving to a child.
 - 7.7 Discard any unused infant milk left-over after each feed or that has not been consumed by the infant after 30 minutes.
 - 7.8 In choosing a method of heating babies' bottled milk, utilise risk management principles to determine which method will best minimise risks to both children and educators.
 - 7.9 Infants must be held when feeding.
8. Use the following guidelines in relation to bottled breast milk:
- 8.1 Ensure bottled breast milk is always labelled with the child's name, mother's name and the date it is expressed.

- 8.2 Breast milk can be stored in the refrigerator for 48 hours and in a deep freezer for up to three (3) months.
 - 8.3 Frozen breast milk can be thawed by placing in either cool or warm water, do not place in boiling water as the milk will curdle. Shake the bottle if the fats and milk have separated.
 - 8.4 Thaw under running water. Start with cold water then increasingly warm water and test the temperature of the milk on your wrist before giving it to the baby.
 - 8.5 Throw away any unused breast milk. Do not refrigerate or refreeze breast milk once it has been thawed or heated.
9. After use, rinse teats and bottles with water, wash in hot soapy water, rinse with water, and then air dry, ready to return to parent.

Additional guidelines available from these source documents

- [Australian Breastfeeding Association](#) - Information on breastfeeding.
- *Dietary Guidelines for Children and Adolescents in Australia incorporating the Infant Feeding Guidelines for Health Workers*, NHMRC, (2003) (currently under review in 2011/2012). Information on preparing bottle feeds.
- [Food Safety Standards \(Australia only\)](#) provide comprehensive guidelines on food safety and management of a food business. The Guide: [Safe food Australia – A Guide to the Food Safety Standards](#) is a very useful document.
- [Get Up and Grow. Healthy Eating and Physical Activity Guidelines for Early Childhood Settings.](#) (2009). Department for Health
- [NHMRC Staying Healthy: Preventing infectious diseases in early childhood education and care services \(5th Edition\)](#)

AUTHORISATION:

Version	Action	Date
Policy 1.1 v1	Endorsed	01/08/12
v2	Amended date	17/07/17
	Review date	01/10/18
v3	Amended date	31/01/23

Education and Care Services National Law (WA) Act 2012:
Section 3(2); 167

Education and Care Services National Regulations, 2012 – ‘Regulations’:
77; 114; 168; 171.

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 1 – Educational Program and Practice

Standard/Element 1.1.3, 1.2.1

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.1.2

Quality Area 3 – Physical Environment

Standard/Element 3.1.1

Quality Area 4 – Staffing Arrangements

Standard/Element 4.2.2

Quality Area 6 – Collaborative Partnerships with Families and Communities

Standard/Element 6.1.2, 6.1.3

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

POLICY:

Family Day Care educators will protect children from the dangerous and adverse effects of sun exposure.

PROCEDURES:

Family day care educators, family day care educator assistants, regular visitors, family day care service staff members, family day care educator family members, students, and volunteers must comply with the Sun Protection Policy and role model appropriate practices when with the children in care.

Protective sun safe practices

1. Sun protection is required when the UV Index is 3 or above. Babies under 12 months of age should not receive direct sun exposure during these periods.
2. Family day care educators, staff and children must follow current SunSmart practices – refer to the Cancer Council WA website.
 - 2.1 SunSmart clothing – that covers as much skin as possible and made of a tightly woven fabric is recommended.
 - 2.2 Sunscreen that is water resistant, SPF 30+ broad spectrum sunscreen and applied liberally (not rubbed in) at least 20 minutes before going outdoors and every two hours afterwards. (Not recommended for babies under 6 months)
 - 2.3 Sun hat that provides good shade to the face, back of the neck and ears when outdoors (ie. broad brimmed, bucket style or legionnaire hat).
 - 2.4 Seek shade from trees, built shade structures, or sunshade tent. Shade reduces UV radiation, however there may still be exposure via reflection. Encourage children of all ages to play in shaded areas.
 - 2.5 Sunglasses (optional) that meet the Australian Standards.

3. Family day care educators and service staff will model sun safe practices.
4. Provided the UV Index is below 3 (moderate) unrestricted outdoor play may take place to ensure children get adequate Vitamin D.
5. It is recommended that when the UV Index is 8 (very high) or above, extra care should be taken and where possible stay out of the sun.
6. Family day care educators are encouraged to access UV information and levels. The UV Index is available from the Bureau of Meteorology website at bom.gov.au and Sun Smart UV alert at sunsmart.com.au
7. Educators will actively promote sun safe practices through discussion during activities undertaken with children.

Managing the physical environment:

Family day care educators will consider the availability of shade when planning and implementing outdoor activities and excursions.

Communication with families and children

1. At enrolment, permission will be requested from families for the educator to apply sunscreen. Alternatively, families may provide their own sunscreen if they have a preferred brand or they have a child/ren with allergies
2. Sun protection policy and procedures will be shared with families.
3. While attending the family day care service, families will be encouraged to implement the family day care educator's sun protection practices by providing suitable hats and appropriate clothing that cover as much skin as possible.

AUTHORISATION:

Version	Action	Date
Policy 1.2 v1	Endorsed	01/08/12
v2	Amended date	17/07/17
	Review date	01/10/18
v3	Review date	31/01/23

Education and Care Services National Law (WA) Act 2012:
Section 165; 167

Education and Care Services National Regulations, 2012 – ‘Regulations’:
26; 100-101; 116; 136; 373

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 1 – Educational Program and Practice

Standard/Element 1.1.3, 1.2.1

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.2.1, 2.2.2

Quality Area 3 – Physical Environment

Standard/Element 3.1.1, 3.1.2, 3.2.2

Quality Area 4 – Staffing Arrangements

Standard/Element 4.2.2

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

POLICY:

Family Day Care educators will prevent child accidents and illnesses relating to swimming and wading pools, other water hazards, and water-based activities through close supervision, education and compliance with state regulations.

From 31 December 2020, the family day care service will no longer register a new educator to operate a family day care service at a residence / venue with a swimming pool or spa. Current educators with a swimming pool or spa have additional conditions in place.

A breach of the provision of this water safety policy may result in termination of the family day care service educator’s registration as a member of Eastern Region Family Day Care and grievance procedures set out in this service policy manual shall not apply.

PROCEDURES:

1. All swimming pools and outdoors spas at the family day care educator’s residence and/or venue must comply with the Australian Standards and State regulations for pool fencing and gates and have a *safety device installed and designed to —
 - 1.1. warn an educator at the residence that a child has entered the swimming pool, outdoor spa or surrounding area
 - 1.2. cover the swimming pool or outdoor spa in such a way that the device —
 - 1.2.1. cannot be easily lifted or removed by a child and
 - 1.2.2. would prevent such a child from entering the swimming pool or outdoor spa;(*This device must be installed and operational by 1 March 2023.)
2. The family day care educator with a swimming pool, spa or water feature on the premises is required to prepare an annual risk assessment for each enrolled child’s family to sight and authorise.
3. The family day care educator will forward a copy of the risk assessment to the Eastern Region Family Day Care Service.

4. All family day care educator residences with a swimming pool and/or spa will have monthly inspections of the pool/spa area by the family day care service staff and are required to complete the relevant daily safety checklist.
5. If a safety issue, concern or maintenance of the swimming pool / spa is identified, it is the responsibility of the family day care educator to rectify it.
6. Guidelines and timeframes relating to notification and rectification of issues or concerns are set out in the Education and Care Services National Law (Western Australia) and Education and Care Services National Regulations 2012.
7. All family day care educators are required to have a backup communication device that is kept in a permanent fixed location and be available in case of an emergency.
8. Any items around the perimeter of the swimming pool / spa: for example tables, chairs must be placed in a way that prevents a child using them as climbing aids.
9. No child or adult will enter into the area of a ~~spa~~, or private or public swimming pool / spa whilst the family day care service is operating.
10. All children near water will be closely supervised and no child will be left alone near water.
11. Any item that holds or collects water such as buckets, ponds, spas, must be safely covered or made inaccessible to children.
12. All children's play areas that contain water hazards such as dams, drains, creeks, lakes will be fenced off to make them inaccessible to children. A risk assessment must be prepared to mitigate and minimise risk to children.
13. All fish ponds or similar water features that collect or fill with water on the family day care premises, shall be securely covered with mesh which will meet all the following requirements:
 - 13.1 support the weight of an adult
 - 13.2 at all times, be above and remain above the level of the water and
 - 13.3 be fixed in place.
14. Small wading pools and other containers must be emptied and cleaned after use and stored to prevent collection of water.
15. The FDC educator must not take enrolled children to swimming lessons or any other form of swimming. Any child attending swimming lessons may be delivered /collected at the entrance with written parental consent. The FDC educator must not enter the venue.

LINKING POLICY:

Policy 5.2: Excursions and regular outings

AUTHORISATION:

Version	Action	Date
Policy 1.3 v1	Endorsed	01/08/12
v2	Amended date	17/07/17
	Review date	01/10/18
v3	Amended date	24/12/20
v4	Review date	31/01/23

Education and Care Services National Law (WA) Act 2012:

Section 3(2); 165; 167

Education and Care Services National Regulations, 2012 – ‘Regulations’:

81, 82, 103, 110, 166, 168, 170

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.1.1, 2.1.2 2.1.3, 2.2.1 2.2.2

Quality Area 3 – Physical Environment

Standard/Element 3.1.1, 3.1.2

Quality Area 4 – Staffing Arrangements

Standard/Element 4.2.2

Quality Area 6 – Collaborative Partnerships with Families and Communities

Standard/Element 6.1.1, 6.1.2, 6.1.3

Quality Area 7 – Governance and Management

Standard/Element 7.1.2

POLICY:

Family day care educators will take reasonable steps to ensure the needs for sleep, rest and relaxation of each child are met, having regard to their age, development and individual needs.

PROCEDURES:

1. The family day care educator will consult with parents of children in care at enrolment and regularly throughout the care arrangement as to their sleep/rest requirements. Educators will encourage children to sleep based on their development needs.
2. The family day care educator will be sensitive to different values and parenting styles associated with sleep and rest beliefs (cultural or otherwise). If however, a family’s beliefs and requests are in conflict with current recommended evidence-based guidelines, the family day care educator will consult with the service to determine if there are exceptional circumstances that allow for alternate practices to be endorsed (with specialist guidance). For example, a rare medical condition.
3. The family day care educator will look for and respond to children’s cues for sleep (e.g. yawning, rubbing eyes, disengagement from activities, crying, decreased ability to regulate behaviour and seeking comfort from adults). Building a bond with younger children (especially those aged 0–3 years) supports them to settle confidently.
4. No child will be made to sleep during rest times. Children who do not wish to sleep will be offered a comfortable and safe area to rest quietly (so not to disturb children sleeping) or be offered alternative quiet experiences such as reading or puzzles. .
5. The family day care service will encourage all family day care educators to complete Safe Sleep online training (rednose.com.au) to gain knowledge of best safe sleep practices and to assist with parent requests.
6. Best practices which reduce the risk of Sudden Infant Death Syndrome shall be adopted and maintained by the family day care educator and staff as recommended by Red Nose. These include but are not limited to:

- 6.1. Children should sleep and rest with their face uncovered.
 - 6.2. Children's sleep and rest environments should be free from cigarette or tobacco smoke.
 - 6.3. Sleep and rest environments and equipment should be safe and free from hazards.
 - 6.4. The family day care educator must be able to adequately supervise and regularly directly monitor (every 10-20 minutes) sleeping and resting children.
7. Additional consideration will be taken with babies by positioning them on their back, age appropriateness for swaddling (prior to ability to roll), a sleeping bag (with fitted neck, arm holes and no hood) or placement at end of cot with light bedding and use of a dummy.
8. Best practice for safe environments and furniture will be upheld. This relates to:
- 8.1. **Cots**
 - 8.1.1. All cots must meet the current mandatory Australian Standard for Cots (AS/NZS 2172)
 - 8.1.2. All portable cots must meet the current mandatory Australian Standard for children's portable folding cots, AS/NZS 2195 and be used according to manufacturer instructions.
 - 8.1.3. Bassinets, hammocks and prams/strollers do not carry safety codes for sleep. Babies should not be left in a bassinet, hammock or pram/stroller to sleep, as these are not safe substitutes for a cot.
 - 8.2. **Cot mattresses**
 - 8.2.1. Mattresses should be in good condition; clean, firm and flat, and fit the cot base with not more than a 20mm gap between the mattress sides and ends.
 - 8.2.2. Ensure waterproof mattress protectors are strong (not torn), and a tight fit.
 - 8.2.3. Portable cots, use the firm, clean and well-fitting mattress supplied. No additional padding under or over the mattress or an additional mattress is to be used.
 - 8.3. **Bedding**
 - 8.3.1. Each child will be provided with individual beds and bedding.
 - 8.3.2. Bedding will be stored individually and cleaned regularly.
 - 8.3.3. Light bedding is the preferred option; it should be tucked in to the mattress to prevent the child from pulling bed linen over their head.
 - 8.3.4. Remove pillows, doonas, loose bedding or fabric, lamb's wool, bumpers and soft toys from cots.
 - 8.4. **Placement of cot / mattress / toddler bed / bed**
 - 8.4.1. Ensure a safety check of sleep and rest environments is undertaken on a regular basis and any hazard removed. These include but are not limited to: hanging cords or strings from blinds, curtains, mobiles or electrical devices; heaters and electrical appliances. Electric blankets, hot water bottles and wheat bags are not permitted.
 - 8.5. **Children's comfort**
 - 8.5.1. The sleep/rest area is to be a registered area that is well ventilated and with adequate light to monitor a child's breathing with ease.
 - 8.5.2. Children's clothing/accessories will be free of hazards (no hoodies, cords, amber teething necklaces, milk bottles) and suitable to the temperature of the room.
 - 8.5.3. A child sleeping at the educator's residence will have access to the educator at all times.
 - 8.5.4. Health and medical conditions that may impact on an individual child's sleep needs and comfort are to be discussed and recorded in the Medical Risk Minimisation Plan with the family and may require closer monitoring.
 - 8.5.5. Children shall never be humiliated or shown negativity through voice or actions when soiling or wetting their bed. Nor shall they be forced to wear nappies to bed for the ease of others.

- 8.5.6. The family day care educator will discuss with each child's family where their child will be sleeping whilst in family day care and agree on transitions from cot to bed/mattress.
9. The family day care service shall provide family day care educators with up-to-date information from recognised safety authorities on the selection and use of cots, beds and bedding and safe sleeping practices.

Additional considerations for children in care out of core hours or overnight care

Any breach of this procedure may result in termination of the family day care educator's registration as a member of Eastern Region Family Day Care and the grievance procedures set out in this service policy manual may not apply.

Where practicable the family day care educator will inform and seek approval from the family day care service prior to providing overnight care and ensure local government approval to operate overnight is in place.

1. Written parental approval will be obtained before any child shall sleep overnight in the same room with any other child or any adult.
2. The room in which the child sleeps shall preferably be a bedroom and not used as a thoroughfare.
3. Children, who regularly stay overnight, will be provided with their own bed and linen.
4. The child who stays overnight will have access to the family day care educator at all times.
5. The family day care service will provide family day care educators with information on training options that ensure they are aware of their vulnerability to allegations of child abuse and its ramification. Educators will ensure that protective measures for themselves and their families are put into place.

AUTHORISATION:

Version	Action	Date
Policy 1.4 v1	Endorsed	01/08/12
v2	Amended date	17/07/17
	Review date	01/10/18
v3	Review date	31/01/23

Education and Care Services National Law (WA) Act 2012:

Section 3(2); 3(3); 167

Education and Care Services National Regulations, 2012– ‘Regulations’:

82; 83; 168; 170

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.1.1, 2.2.1

Quality Area 4 – Staffing Arrangements

Standard/Element 4.2.2

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

POLICY:

Family Day Care Educators will provide an environment that is free from the use of tobacco, electronic cigarettes (vapes), illegal and illicit drugs and alcohol.

When children are in care at the service, the use of or being intentionally under the influence of alcohol or recreational drugs or other mind altering substances, is not tolerated.

The family day care educator found to be in breach of this policy will cease work immediately.

Any breach of these procedures will result in termination of the family day care educator’s registration as a member of Eastern Region Family Day Care and the grievance procedures set out in this service policy manual will not apply.

PROCEDURES:

1. The family day care educator will not smoke (including vape) whilst children are in care.
2. The family day care educator will not be affected by alcohol or drugs, including prescription drugs, so as to impair their ability to provide care and education to the children.
3. Family day care educators will use best endeavours to ensure children in care are not exposed at any time to tobacco smoke, vaping fumes, alcohol or illicit drugs.
4. Family and household members of a family day care educator will not be permitted to smoke, vape, take illicit or illegal drugs or drink alcohol on the premises during care hours.
5. Students, volunteers, enrolled parents and visitors to the family day care residence or venue will not be permitted to smoke, vape, take illicit or illegal drugs or drink alcohol on the premises during care hours.
6. Parents, family members or relatives of children enrolled at the family day care residence or venue will not be permitted to smoke, vape, take illicit drugs or drink alcohol on the premises during care hours.

TOBACCO, DRUG AND ALCOHOL - FREE ENVIRONMENT Policy 1.5

7. All alcohol will be placed in a cupboard or storage unit out of the reach of the children.
8. The family day care educator will inform families and visitors to the residence or venue that it is a tobacco, drug and alcohol free environment.

AUTHORISATION:

Version		Action	Date
Policy 1.5	v1	Endorsed	01/08/12
	v2	Amended date	17/07/17
		Review date	01/10/18
	v3	Review date	31/01/23

Education and Care Services National Law (WA) Act 2012:

Section 3(2)(3); 165-167; 170; 171; 174; 189

Education and Care Services National Regulations, 2012– ‘Regulations’:

76; 84-87; 147; 151; 153-154; 163 – 166; 168-170; 181-182

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 1 – Educational program and practice

Standard/Element 1.1.1, 1.1.3

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.1.1, 2.2.1, 2.2.3

Quality Area 4 – Staffing Arrangements

Standard/Element 4.2.2

Quality Area 6 – Collaborative Partnerships with Families and Communities

Standard/Element 6.2.2, 6.2.3

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

POLICY:

An approved provider must ensure that all family day care educators and family day care service staff who work with children are aware of the current child protection law in their jurisdiction and understand their obligations under that law.

PRINCIPLES:**Eastern Region Family Day Care is a Child Safe Organisation.**

The family day care service is committed to creating a child safe culture as outlined by the Australian Human Rights Commission (2018 pg 4) definition.

- Creates an environment where children’s safety and wellbeing is at the centre of thoughts, values and actions
- Places emphasis on genuine engagement with and valuing of children and young people
- Creates conditions that reduce the likelihood of harm to children and young people
- Creates conditions that increase the likelihood of identifying any harm
- Responds to any concerns, disclosures, allegations or suspicions of harm.

Eastern Region Family Day Care strive to implement the Child Safe National Principles:

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.

4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

PROCEDURES:

Child protection and protective behaviours training will be made available to family day care service staff and family day care educators. Current information covering topics including; *recognising and responding to signs of abuse, mandatory reporting and responding to disclosures* will also be communicated, along with contact details for Child Protection and Family Support services and offices.

The family day care service staff, family day care educators and, where possible, family day care educator's adult household members will hold a current WA Working with Children Check.

Age appropriate body safety education will be promoted to family day care educators. Educators will use these skills to encourage children to develop personal safety skills through play-based experiences.

Allegations of child abuse or neglect, against an educator or a person residing within the family day care residence.

1. The family day care educator is required to report any allegation of abuse, neglect or assault, including sexual assault to the nominated supervisor of the family day care service.
2. If the allegation is made about someone other than the family day care educator, the family day care educator must not discuss in any way or alert the person suspected of child abuse, that a concern has been raised.
3. The notification must be made no more than twenty four (24) hours after the day on which the incident or allegation was made.
4. Where an allegation of physical, sexual, emotional, psychological abuse or neglect is investigated by the Department of Communities - Child Protection, the family day care service will be guided in its decisions by the recommendations of the officers of the

Department of Communities - Child Protection and take whatever action is deemed appropriate for the safety and welfare of all the children in care.

5. Where a serious incident has occurred, as prescribed under R12 of the National Regulations, the procedures within Policy 4 *Serious Incidents, Emergencies and Evacuation* must be followed.

Allegation or suspicion that a child in family day care is suffering abuse by someone outside the family day care educator's home

1. The allegation is not to be discussed with the alleged perpetrator or any other person outside the reporting structure. (Refer to Appendix 1)
2. Whenever a family day care educator or family day care service staff forms a belief that a child may be at risk of child abuse or neglect, the concern must be reported to the nominated supervisor or may be reported directly to the Department of Communities - Child Protection. The nominated supervisor will ensure that the reporting procedures are carried out and will provide appropriate feedback to the person who raised the concern, on actions taken.
3. Family day care educators and family day care educator assistants will document the disclosure, observation and concerns accurately and objectively. The family day care educator shall not discuss or take visual images of the child in question or investigate the suspicion themselves.
4. Informal discussion of any concerns should always occur with the Department of Communities - Child Protection officers, as family or other reports may have been received by the Department and the current concerns need to be documented to add to their evidence.

AUTHORISATION:

Version	Action	Date
Policy 1.6 v1	Endorsed	01/08/12
v2	Amended date	17/07/17
	Review date	01/10/18
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Education and Care Services National Law (WA) Act 2012:

Section 3(2); 161-162; 165-165A; 166-167; 174

Education and Care Services National Regulations, 2012– ‘Regulations’:

Part 4.2 - Children’s Health & Safety,

Part 4.3 - Physical Environment,

Part 4.4 - Staffing Arrangements – Division 1, 2, 3 and 6, 155, 160 – 166, 168-169, 170, 176

Part 7.9 – WA Specific Provisions – Division 3A, 373A and 3B, 373B-G

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 1 – Educational Program and Practice

Standard/Element 1.1.3

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.2.1, 2.2.2, 2.2.3

Quality Area 3 – Physical Environment

Standard/Element 3.1.1, 3.1.2

Quality Area 4 – Staffing Arrangements

Standard/Element 4.2.2

Quality Area 5 – Relationships with Children

Standard/Element 5.1.1, 5.1.2, 5.2.2

Quality Area 6 – Collaborative Partnerships with Families and Communities

Standard/Element 6.1.2, 6.1.3, 6.2.3

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

POLICY:

An approved provider must ensure that every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury.

PROCEDURES:**The Family Day Care Residence/Venue**

1. An initial safety and risk assessment of the family day care residence/venue is completed prior to the commencement of family day care and reviewed annually by the family day care service with the family day care educator.
2. The assessment of the family day care residence and/or family day care venue will consider matters relating to premises, furniture and equipment; outdoor play equipment; fencing minimum height and suitability; furniture and materials; laundry, toilet and hygiene facilities; ventilation and natural light; suitability of residence and nappy change arrangements; water hazards/features/swimming pool; and animals. (Refer to Appendix 6 - *Risk Assessment* –fdc residence and Appendix 17 – Residence or approved Venue Assessment).
3. The family day care educator will consistently maintain the environment/equipment, to ensure that the health, safety and wellbeing of children being educated and cared for are protected.

4. Family day care educators will complete their individual, daily home safety checklist, prior to each child care session commencing as one way of maintaining a safe environment.
5. If the family day care educator has a swimming pool or a spa they will have access to two communication devices, one in a fixed location at the residence to not inhibit communication in an emergency.
6. Family day care educators must advise the family day care service of proposed renovations to the residence or venue, any changes relating to physical environment of the residence and changes that may affect the education and care provided to children.

Swimming pool or spa on family day care residence/venue

The family day care service will:

1. From September 2022, ensure that all family day care educator residences and/or venues with a swimming pool or spa have a water hazard safety inspection completed at monthly intervals.
2. Conduct water hazard safety inspections in person and a record will be completed and a copy provided to the family day care educator.
3. If a family day care service staff is unable to complete a monthly inspection in person, the option for a virtual inspection applies (limitations apply, refer to R373E).
4. If a safety issue relating to the swimming pool or outdoor spa is identified during the inspection, a copy of the inspection record must also be given to the approved provider and written notice to the Education and Care Regulatory Unit within 24 hours.
5. A water hazard safety inspection record with an identified safety issue must note:
 - 5.1 Description of the safety issue
 - 5.2 Whether the safety issue was rectified during the inspection; and
 - 5.3 If the safety issue has not been rectified, the action that the person who conducted the inspection considers should be taken to rectify and mitigate risks
 - 5.4 If relevant, an estimate of the time needed to complete actions to rectify the safety issue.
6. The family day care educator will:
 - 6.1 Conduct a relevant daily safety inspection of the swimming pool / spa, fencing, gates and surrounding area.
 - 6.2 By 1 March 2023, install an additional safety device designed to warn an educator that a child has entered the pool, spa or its surrounds or cover the swimming pool or outdoor spa.
 - 6.3 Ensure maintenance is carried out regularly and as required.
 - 6.4 Comply with required actions if safety issue is noted on a water hazard safety inspection record to rectify or mitigate hazards.
 - 6.5 Make available a record of inspection upon request, to a parent of enrolled child.

Supervision of children:

1. The family day care educator is responsible for the direct supervision of children. Each child will be within sight and/or hearing of the family day care educator at all times the child is in care. (*Refer to Supervision of Children Policy 1.8*).
2. If there is a swimming pool / spa at the residence the educator must be within physical proximity to any child in their care who is near it. No child will be left unsupervised or unattended outdoors. .

Equipment – Trampolines

1. Trampolines must comply with the current Australian Standard and constructed according to manufacturer instructions.
2. Trampolines must have safety netting in good condition.
3. The family day care educator must have a current, service approved, risk assessment for trampoline use. This is to be sighted and authorised by parents prior to the child using the trampoline.
4. Direct adult supervision must be provided at all times while the trampoline is in use.
5. Use of the trampoline should be limited to only 1 child at any one time.
6. Safety pads must be in place around the trampoline's side springs. Frame padding should be a completely different colour to that of the bed.
7. Other children must be at a safe distance from the trampoline when the trampoline is in use.
8. The trampoline is used on a flat, stable surface, and must not be used on any hard surfaces such as concrete or bricks.
9. The trampoline must be locked at all times or safely stored and inaccessible to children unless fully supervised whilst in use.

Skateboards, Roller Blades, Roller Skates and Scooters (roller blade style):

1. Skateboards, roller blades, roller skates and scooters (roller blade style) are not recommended for children aged 0 - 4 years
2. It is recommended that children wear helmets, knee and elbow pads for protection.

Pets:

[Refer to *Factsheet* 'Safety around animals' - kidsafe.com.au]

1. Family day care educators will notify the family day care service prior to obtaining a new animal or bird that will be present on the premises.
2. Prior to enrolling a child in care or with any new animal or bird introduced, the family day care educator must notify the parent, of any animals or birds kept on the family day care educator's property.
3. A risk assessment for any animal or bird must be prepared by the family day care educator, approved by the service and sighted and authorised by each enrolled child's parent.
4. The family day care educator who has an animal or bird on the premises must ensure they are kept separate and apart from any area used by the children. This does not apply when the pet is involved in a specific activity that is directly supervised by the family day care educator.
5. Children and family day care educators must wash their hands immediately after handling any animals and/or birds.
6. This policy must not prevent a child's access to regular inside or outside activities.
7. All animals or birds kept on the family day care property must be maintained in a clean and healthy condition, and in such a way that children will not be - exposed to injury or infection.
8. A cage or a hutch within the children's play area is acceptable only when special precautions are taken to protect children. For example, closed mesh to prevent children's finger access – such as fly wire, shade cloth.
9. When any animal or bird is introduced to children, the family day care educator will be sensitive to the fears and anxieties of the children and parents.
10. Children will be encouraged to treat animals and birds with respect.
11. Interactions between children and animals must be directly supervised. While there are developmental benefits to children when caring for and interacting with animals, educators will recognise- that any animal may react adversely to stressors that are not obvious to children. Separation of children in care from animals is recommended to reduce the risk of unsupervised interaction.
12. Specific animals, including certain breeds of dogs which are identified from time to time as dangerous to children, must be kept in an enclosure separate and apart from children and any area used by children in care at all times. Legislation introduced by the Western Australian Government means that additional requirements also apply when owning a dog that is considered a dangerous dog (restricted breed). These are: Dogo Argentino (Argentinean Fighting Dog), Fila Brasileiro (Brazilian Fighting Dog), Japanese Tosa, American Pit Bull Terrier, Pit Bull Terrier breeds, Perro de Presa Canario or Presa Canario. This includes dogs that are mixed with these breeds.

13. The family day care educator must ensure that cats are NOT present, nor have access to the same area in which a child is sleeping.
14. The family day care educator should prevent cats from being on areas used for food preparation and eating.
15. When children are using play areas:
 - 15.1 Animal droppings, food, toys, bones, water and feeding containers must not be present in the play area and
 - 15.2 Animal droppings and animal hair must be removed daily before children arrive, or as required during the day.
16. Poultry must be maintained according to the Local Council Environmental Health By-Laws.

Firearms and Ammunition

If there is a firearm on the premises the following must be in place and followed:-

1. A copy of the firearm(s) licence / permit is forwarded to the family day care office or sighted by FDC staff, this will be annually checked during the Educator Residence Assessment. (FDC staff to record details of the licence number and expiry date on educator's file.)
2. The firearm MUST be stored in a locked cabinet in accordance with Firearms Regulation 1974 Reg.11A Schedule 4.
3. Ammunition must be stored in a locked container that is separate to the firearm in accordance with above legislation.

Sources:

Firearms Regulations 1974 - Western Australian Legislation legislation.wa.gov.au

AUTHORISATION:

Version	Action	Date
Policy 1.7 v1	Endorsed	01/08/12
v2	Amended date	18/07/17
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v3	Amended date	01/10/20
v4	Review date	31/01/23

Policy in this section as required by:

Education and Care Services National Law (WA) Act 2012:

Section 3(2); 165; 170; 167

Education and Care Services National Regulations, 2012 – ‘Regulations’:

83, 101, 119, 124; 166; 169

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.2.1

Quality Area 4 – Staffing Arrangements

Standard/Element 4.2.2

Quality Area 5 – Relationships with Children

Standard/Element 5.1.1

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

POLICY:

To support the wellbeing and safety of children in their care, the family day care educator or family day care educator assistant will fully supervise children at all times.

PROCEDURES:

The family day care educator and family day care educator assistant:

1. Is responsible for the direct supervision of children. Each child will be within sight and/or hearing of the family day care educator at all times the child is in care.
2. Where there is a swimming pool, spa or other water feature at the family day care residence or excursion location, the family day care educator must be directly supervising and physically in the proximity to any child in care who is near the swimming pool, spa or other water feature.
3. Will directly supervise children at meal times.
4. Will not, in any circumstance, leave a child / children in an unattended vehicle.

Any breach of this procedure may result in termination of the family day care educator’s registration as a member of Eastern Region Family Day Care and the grievance procedures set out in this service policy manual may not apply.

5. Will arrange play areas and daily routines (meal times, nappy change, sleep / rest, arrival and departure of children, regular outings and excursions, visitors) to ensure children can be effectively supervised and the family day care educator can respond immediately, including when a child is distressed or in a hazardous situation.

6. Will be alert to, and aware of, potential hazards and risk of injury to children and will use their knowledge of each child to ensure children are adequately supervised at all times. A risk assessment may be required for experiences that have a greater risk.
7. The family day care educator will foster children's independence and competence by supporting children to undertake some activities that involve risk taking. Controlled risks can benefit children as it encourages them to challenge themselves physically and emotionally. The family day care educator will use language to promote each child's self-care and regulation however they will intervene to prevent harm, whenever this is necessary.
8. The family day care educator will develop a routine to support the supervision and safety of children during delivery and collection times. The family day care educator is solely responsible for the supervision of children from the time the parent signs the child into care until the time the parent signs the child out of care.
9. Bathing of children in family day care is not standard practice and should only be carried out in certain circumstances. eg excessive soiling or overnight care. The family day care educator will directly supervise children during bathing whilst taking into consideration each child's capacity for independence and their privacy.
10. All the above procedures apply except in an emergency situation (ie life threatening). In a life threatening situation, the family day care educator may call upon the assistance of a responsible adult to supervise the children.

Family day care educator to child ratio, including non-enrolled children on the premises

1. The family day care educator or family day care educator assistant, will not educate and care for more than 7 children at any one time at the family day care residence or approved venue. (No more than 4 children in care at the same time who are 4 years of age or younger on 30 June of the current calendar year)
2. The family day care educator's own children, and/or the family day care educator assistant's own children and any other children at the residence are to be included in these numbers if:
 - 13.1 Those children are under the age of 13 years; and
 - 13.2 There is no other adult present actively caring for these children.

Babies

1. Additional demands are placed on family day care educators when children under 12 months are placed into care. For this reason we recommend only **ONE** child under 12 months in care any given time.
2. If an exemption is required for more than one child under the age of 12 months, educators are required to:

- 2.1 Prior to enrolling any additional baby, contact and discuss with family day care service staff the possible impact of the number of days, routines, transportation of babies in vehicle, equipment availability etc.
- 2.2 Complete a Change of Circumstances Notification – Educator form and forward to the family day care service.

AUTHORISATION

Version	Action	Date
Policy 1.8 v1	Endorsed	20/07/17
v2	Review date	01/10/18
v3	Review date	31/01/23

Education and Care Services National Law (WA) Act 2012:

S1.3; 165-165A; 167; 174A; 179

Education and Care Services National Regulations, 2012– ‘Regulations’:

89, 99-102, 122-123, 136, 158, 168-172

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 1 – Educational Program and Practice

Standard/Element 1.1.3

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.2.1, 2.2.2

Quality Area 3 – Physical Environment

Standard/Element 3.1.1, 3.1.2

Quality Area 4 – Staffing Arrangements

Standard/Element 4.2.2

Quality Area 5 – Relationships with Children

Standard/Element 5.1.1, 5.1.2, 5.2.2

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

POLICY:

We are committed to ensuring the safe transportation of children by our service, including for excursions. We ensure that all educators and staff are familiar with and able to implement the policies and procedures relating to safe transportation.

Transportation refers to the use of the family day care educator’s vehicle, public transport, and supervised walking. Transportation forms part of the family day care educator’s service and the educator remains responsible for children during the period of transportation.

PROCEDURES:

Refer to current child car restraint fact sheets / brochures available from roadwise.asn.au and kidsafewa.com.au

1. The family day care educator will receive information and training during Service orientation regarding safe transporting of children.
2. The family day care educator must have a current Australian driver’s licence and ensure the car is registered, regularly serviced and maintained in a road worthy condition.
3. Written parental authorisation for all excursions and regular outings must be sought by the family day care educator prior to any transportation of children.
4. A comprehensive Risk Assessment – Excursion must be completed by the educator for each excursion or regular outing approved by the service and made available for the parent to sight prior to seeking written authorisation.

5. When using a vehicle, the family day care educator must ensure children use the correct Australian Standards child restraint based on a child's age and weight. The family day care service does not permit the use of booster cushions.
6. It is recommended that child car restraints are to be checked annually by an approved Type 1 Child Car Restraint Fitter. Currently Eastern Region Family Day Care Co-ordinators provide this service to educators. Ongoing training to educators will be provided at this time if necessary.
7. When travelling by public transport the family day care educator is responsible for the safety and wellbeing of the children in their care.
8. The service promotes discussion with educators, on road safety messages and awareness of children as passengers and pedestrians. Educators will take appropriate precautions including practicing direct supervision and alerting the children to potential dangers.
9. Wherever possible vehicles will be parked at a location to eliminate and/or minimise the need for children to cross roads and/or walk through carparks.
10. Family day care educators will have a first aid kit with them and carry a mobile telephone. A folder/list including a printed summary of children's individual needs/conditions and a list of parent and emergency contacts will be included.
11. Should the vehicle in which the children are passengers break down, or become involved in an accident or other emergency the family day care educator will:
 - assess the danger
 - assess the safest place for the children to wait for a replacement vehicle, or for repairs to be carried out
 - call an ambulance and/or administer first aid if required
 - contact the family day care service to advise them of the situation.

Linking policy:

Policy 1.8: Child supervision

Policy 5.2: Excursions and regular outings

Sources:

- Kidsafe (WA) kidsafe.com.au
- [NHMRC Staying Healthy: Preventing infectious diseases in early childhood education and care services \(5th Edition\)](#)
- WA Local Government Associations Community Road Safety Program roadwise.asn.au
- School Drug Education and Road Aware sdera.wa.edu.au

AUTHORISATION:

Version	Action	Date
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Section 3(2); 3(3); 165; 165A; 167; 169; 174

Education and Care Services National Regulations, 2012– ‘Regulations’:

89, 100-102; 123A; 136; 161; 168-170

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 1 – Educational program and practice

Standard/Element 1.1.1, 1.1.2, 1.1.3, 1.2.1, 1.2.3

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.1.1, 2.2.1, 2.2.3

Quality Area 4 – Staffing Arrangements

Standard/Element 4.1.1, 4.2.1, 4.2.2

Quality Area 5 – Relationships with children

Standard/Element 5.1.1, 5.1.2, 5.2.1

Quality Area 6 – Collaborative Partnerships with Families and Communities

Standard/Element 6.1.1, 6.1.2, 6.2.3

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3, 7.2.1

POLICY:

The approved provider of an Education and Care Service must ensure that the service has in place policies and procedures in relation excursions, including procedures complying with regulations 100 to 102 of the Education and Care National Regulations.

PROCEDURES:

Excursions

Refer to the definition of Excursions and Regular Outings as provided in the Definitions section of this policy manual.

1. A *Risk Assessment – Excursion and Authorisations* must be thoroughly completed (Refer to Appendix 2) prior to seeking authorisation for the excursion or regular outing. Details include estimated timeframes for outings.
2. In the event of changed circumstances to the previous risk assessment for the excursion or regular outing, and once in every 12 month period for each regular outing, a review and adjustment of the *Risk Assessment – Excursion and Authorisations* must be completed.
3. A copy of the *Risk Assessment – Excursion and Authorisations* is to be forwarded to the family day care service for review and authorisation.

4. All excursion and regular outings risk assessments must be discussed and sighted by parents prior to requesting written authorisation, for regular outings this is preferably at the child's enrolment.
5. Written parent authorisation must be obtained by from the parent of a child prior to the excursion and for each regular outing listed. In addition parent authorisation must be reobtained once in every 12 month period or if there is a change in circumstances of the regular outing. (Refer to Appendix 2).
6. A *Risk Assessment – Excursion and Authorisations* must be kept until the end of three years after the date on which the record was made.
7. When children are transported in a vehicle (other than public transport), age appropriate child car restraints are mandatory for children under 7 years of age.

Excursion including water feature (eg Park, Playground)

1. Eastern Region Family Day Care advises that a **maximum of 4 children only** are to be taken on any excursion which includes a water feature. This may be reviewed if a family day care educator provides the service with a *Risk Assessment – Excursion and Authorisations* that acceptably addresses foreseen risks prior to the excursion.
2. The *Risk Assessment – Excursion and Authorisations* must be provided to the family day care service prior to the excursion for review by a family day care co-ordinator. The family day care educator will be notified whether the excursion can be undertaken or further action or information is required.
3. The family day care educator will directly supervise children at all times.

Water-based activity Excursion (eg Swimming or entering a Swimming Pool, Spa, Lake, Dam, Creek, River or Ocean)

Note: a breach of water-based activity excursion 1 below will result in immediate termination of the family day care educator's registration as a member of Eastern Region Family Day Care and the grievance procedures as set out in this policy document will not apply.

1. The family day care educator must not engage children in any water-based activity excursion.

LINKING POLICY:

1.3 Policy: Water Safety

SUPPORTING DOCUMENTS:

To implement this Policy refer to:

Risk Assessment – Excursion

Parent Authorisation – Excursion – non regular

Parent Authorisation – Regular Outing and Transportation

AUTHORISATION:

Version	Action	Date
Policy 5.2 v1	Endorsed	01/08/12
v2	Amended date	25/07/17
	Review date	01/10/18
v3	Review date	01/10/20
Policy 1.10 v4	Review date	31/01/23

Policy in this section as required by:

Education and Care Services National Law (WA) Act 2012:

Section 3(2); 3(3); 166-167;

Education and Care Services National Regulations, 2012– ‘Regulations’:

155, 156, 168, 170

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 1 – Educational program and practice

Standard/Element 1.1.1, 1.1.2, 1.1.3, 1.2.1, 1.2.3

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.1.1, 2.2.1

Quality Area 3 – Physical environment

Standard/Element 3.1.1, 3.2.1, 3.2.2

Quality Area 4 – Staffing Arrangements

Standard/Element 4.1.1, 4.2.1, 4.2.2

Quality Area 5 – Relationships with children

Standard/Element 5.1.1, 5.1.2, 5.2.1, 5.2.2

Quality Area 6 – Collaborative Partnerships with Families and Communities

Standard/Element 6.1.1, 6.1.2, 6.1.3, 6.2.1, 6.2.2, 6.2.3

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.1, 7.1.2, 7.1.3, 7.2.1, 7.2.3

PURPOSE:

To establish and maintain relationships with children which are responsive, respectful and promote a sense of security and belonging.

SCOPE:

Family day care educators; family day care educator assistants; regular visitors, family day care service staff members, family day care educator family members, students, parents, children (including visiting children) and volunteers.

PRINCIPLE:

An approved provider must take reasonable steps to ensure that the education and care service provides education and care to children with opportunities to interact and develop respectful positive relationships.

POLICY:

The family day care service staff and educators will foster positive, respectful and equitable relationships with children. These will be promoted in a way that:

- encourages children to express themselves and their opinions
- allows children to undertake experiences that develop self-reliance, self-esteem and self-identity
- maintains at all times the dignity and rights of all children
- gives each child positive guidance and
- has regard to family and cultural values, age and physical intellectual development and the abilities of each child being educated and cared for in the service.

PROCEDURES:

Children

1. The family day care educator will use best endeavours to ensure the atmosphere of the family day care service is relaxed and happy.
2. Throughout the day, the family day care educator will engage each child in meaningful open interactions that support the development of skills for life and learning.
3. The family day care educator will ensure routines such as arrivals/departures, meal times, toileting, nappy change and rest times are relaxed, unhurried and are used for positive interactions with individual children.
4. The family day care educator will participate in and treat children’s play and projects respectfully
5. Interactions with all children are warm, responsive and build trusting relationships.
6. Children’s efforts to communicate are responded to sensitively and appropriately supporting the child to feel safe, secure and confident.
7. Through collaborative learning opportunities, the family day care educator will support each child to work with, learn from, and help others .
8. The family day care educator will support each child to manage their own behaviour, respond appropriately to the behaviour of others and to communicate effectively to resolve conflict (*Refer to Policy 13: Positive Guidance*).
9. The family day care educator will respond positively and respectfully to children’s comments, questions and requests for assistance.
10. The dignity and rights of every child will be maintained at all times.
11. The family day care service will support family day care educators and families of children with additional needs and known medical disabilities, to offer an inclusive education and care setting. Where appropriate, the family day care service and educator may discuss with families referral pathways for additional support agencies.

LINKING POLICY:

Policy 13: Positive Guidance

AUTHORISATION:

	Version	Action	Date
Policy 2	v1	Endorsed	01/08/12
	v2	Amended date	20/07/17
		Review date	01/10/18
	v3	Review date	31/01/23

Education and Care Services National Law (WA) Act 2012:

Section 3(2); 3(3)

Education and Care Services National Regulations, 2012– ‘Regulations’:

155, 156, 168, 170

National Quality Standard (2010):

Quality Area 1 – Educational program and practice

Standard/Element 1.1.1, 1.1.2, 1.1.3, 1.2.1, 1.2.3

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.1.1, 2.2.1

Quality Area 3 – Physical environment

Standard/Element 3.1.1, 3.2.1, 3.2.2

Quality Area 4 – Staffing Arrangements

Standard/Element 4.1.1, 4.2.1, 4.2.2

Quality Area 5 – Relationships with children

Standard/Element 5.1.1, 5.1.2, 5.2.1, 5.2.2

Quality Area 6 – Collaborative Partnerships with Families and Communities

Standard/Element 6.1.1, 6.1.2, 6.1.3, 6.2.1, 6.2.2, 6.2.3

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.1, 7.1.2, 7.1.3, 7.2.1, 7.2.3

PURPOSE:

To provide an inclusive environment for all children, families and educators, acknowledging the uniqueness of every person regardless of their race, gender, sexuality, religion, culture, physical and mental abilities, family structure and socio-economic background. This policy ensures all children, families, and staff are welcomed and treated equitably and with respect.

SCOPE:

Family day care educators; family day care educator assistants; regular visitors, family day care service staff members, family day care educator family members, students, parents, children (including visiting children) and volunteers.

PRINCIPLE:

The service will take reasonable steps to provide an environment that is free from bias and prejudice in which children will be supported to learn the principles of fairness and respect. The service and educators will engage with the community to develop children’s understanding and acceptance of the diversity of cultures and abilities. Differences in backgrounds, culture and abilities are valued and families will be actively encouraged to share their experiences with educators, service staff and other families.

POLICY:

The service and educators value and will demonstrate respectful, inclusive and equitable relationships with children and adults in a safe and trusting environment. This promotes children’s self-awareness and acceptance of diversity within the family day care service and the wider community.

PROCEDURES:

1. Family day care service staff and educators will seek information about the child, their family and the community and their social backgrounds, cultures and beliefs. This information will be used to provide children with a variety of experiences that will enrich the environment within the service.
2. Family day care service staff and educators will ensure their language and daily practices are inclusive and non-discriminatory.
3. The family day care educator fosters an environment for learning which allows children to discover differences and similarities in a clear, age appropriate manner.
4. The family day care educator ensures that all equipment and materials provided are inclusive of gender, race, religion, culture, ability and family structure.
5. The family day care educator is encouraged to:
 - 5.1. Explore other languages with children.
 - 5.2. Provide inclusive models when discussing family structure.
 - 5.3. Utilise parents' expertise with regard to the culture, religion, background, work and education that is shared in their household.
6. Through networking, professional development and relevant resources, service staff and educators will increase their understanding of cultural and gender identity, language and history, physical and mental health/disability.
7. The family day care service will:
 - 7.1. invite Elders and Traditional Owners to speak to children, staff and families about the history and culture of the local area
 - 7.2. show respect and a commitment to the Shire of Mundaring's Reconciliation Action Plan
 - 7.3. Support educators to provide an environment and resources that reflect the diversity of children, families and community.
8. The service will aim to recruit staff and educators from diverse cultural and linguistic backgrounds, including local aboriginal educators and people with disability training wherever possible.

SUPPORTING DOCUMENTATION:

[Early Childhood Australia – Code of Ethics](#)

[National Quality Framework](#)

[United Nations Convention on the Rights of the Child \(UNCRC\)](#)

AUTHORISATION:

Version	Action	Date
Policy 2.1 v1	Endorsed	31/01/23

Policies in this section as required by:

Education and Care Services National Law (WA) Act 2012:

Section 3(2); 165; 167; 174-175

Education and Care Services National Regulations, 2012– ‘Regulations’:

12; 77; 85-96; 98; 168;170; 176; 177-178; 181-184

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.1.2

Quality Area 4 – Staffing Arrangements

Standard/Element 4.2.2

Quality Area 5 – Relationships with Children

Standard/Element 5.1.2

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

PURPOSE:

Services have a duty of care to provide all persons with a safe and healthy environment.

SCOPE:

This Policy applies to family day care educators; family day care assistants; regular visitors, family day care service staff members, family day care educator family members, students, parents, children (including visiting children) and volunteers.

PRINCIPLE:

The approved provider of an education and care service has the responsibility to ensure the family day care service has in place policies and procedures in relation to incident, injury, trauma and illness; infectious diseases; administration of first aid; and medical conditions.

The approved provider must take reasonable steps to ensure the policies and procedures are followed and make available for inspection or at request.

The approved provider must ensure parents of enrolled children are notified before making any changes to policies and procedures.

POLICY:

Family Day Care Educators will take reasonable steps, to ensure every child’s health and wellbeing is safeguarded whilst protecting children from harm and hazards.

The Family Day Care Service will have procedures in place in relation to:

1. Incident, injury, trauma and illness
2. Infectious diseases
3. Administration of First Aid and
4. Medical conditions.

AUTHORISATION:

Version		Action	Date
Policy 3	v1	Endorsed	01/08/12
	v2	Amended date	21/07/17
		Review date	01/10/18
	v3	Review date	31/01/23

Education and Care Services National Law (WA) Act 2012:

Section 3(2); 165; 167; 174-175

Education and Care Services National Regulations, 2012– ‘Regulations’:

12; 77; 85-96; 98; 168;170; 176; 177-178; 181-184

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.1.2

Quality Area 4 – Staffing Arrangements

Standard/Element 4.2.2

Quality Area 5 – Relationships with Children

Standard/Element 5.1.2

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

POLICY:

The service has in place policies and procedures in relation to the matters relating to incident, injury, trauma and illness procedures complying with Regulation 85.

PROCEDURE:

1. If a child presents or develops one of the following symptoms whilst in care, the family day care educator will contact the parent or emergency contact as listed in the enrolment form.
 - 1.1 Ear and/or eye discharge
 - 1.2 Undiagnosed rash
 - 1.3 Body temperature of 38°C or higher
 - 1.4 Persistent coughing episodes with difficulty in breathing
 - 1.5 Open sore with discharge
 - 1.6 Vomiting and/or continuous loose bowel episodes

A child with symptoms that may be infectious should be isolated where possible but not out of the sight of the family day care educator and their health monitored whilst waiting to be collected.

2. In the event of any injury or illness first aid will be administered and/or medical attention will be sought if required.
3. Family day care educators and family day care educator assistants must ensure the parent of the child involved in an incident, injury, trauma or illness is notified as soon as practicable but no later than 24 hours after the occurrence.
4. Family day care educators and family day care educator assistants must keep a detailed *Incident, Injury, Trauma and Illness Record* and record this as soon as practicable, but not later than 24 hours after incident. (Refer to Appendix 10 for the *Incident, Injury, Trauma and Illness Record*).
5. Parents must be informed and sign the *Incident, Injury, Trauma and Illness Record*.

6. A copy of the *Incident, Injury, Trauma and Illness Record* must be forwarded to the family day care service for a *serious incident*, this record must be forwarded within 24 hours.
7. The family day care service will make follow up contact with the educator and child's parent to determine the extent of injuries / recovery and discuss the family day care educator's immediate response to the child and notification to medical attention and parent. The purpose of this is to determine the health of the child and ongoing safety precautions at the family day care premises.
8. Any *serious incident*, which requires assistance from a registered medical practitioner and/or emergency medical services, or should reasonably have required this assistance, is to be recorded and reported to the family day care service and Education and Care Regulatory Unit, within 24 hours. (Refer to the definition of 'serious incident' in Definitions in the Policy manual).
9. Family day care educators should report to their insurance company as required by the conditions of their policy.
10. Information within [NRMHC Staying Healthy: Preventing infectious diseases in early childhood education and care services \(5th Edition\)](#) and [Control of Communicable Disease manual 2023](#) will be implemented in regard to the prevention of illness and infectious diseases. (Refer to Policy 3.2 Infectious Diseases)
11. The *Incident, Injury, Trauma and Illness Record* will be stored in a safe and secure place and kept until a child is aged 25 years.

SUPPORTING DOCUMENTS:

To implement this Policy refer to:

Incident, Injury, Trauma and Illness Record

Fact Sheet: Incident, Injury, Trauma and Illness

AUTHORISATION:

Version	Action	Date
Policy 3.1 v1	Endorsed	01/08/12
v2	Amended date	21/07/17
	Review date	01/10/18
v3	Review date	31/01/23

Education and Care Services National Law (WA) Act 2012:

Section 3(2); 165; 167; 174-175

Education and Care Services National Regulations, 2012– ‘Regulations’:

12; 77; 85-89; 168;170; 176

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.1.2

Quality Area 4 – Staffing Arrangements

Standard/Element 4.2.2

Quality Area 5 – Relationships with Children

Standard/Element 5.1.2

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

POLICY:

The approved provider of an education and care service must ensure that the service has in place policies and procedures in relation to health including matters relating to dealing with infectious diseases, including procedures complying with Regulation 88.

PROCEDURES:

Procedures to minimise the risk of cross infection are to be in line with the recommendations outlined in [NRMHC Staying Healthy: Preventing infectious diseases in early childhood education and care services \(5th Edition\)](#) and [Control of Communicable Disease manual 2023](#) :

1. Hand washing
2. Exclusion Guidelines
3. Immunisation
4. Nappy changing
5. Cleaning the family day care residence and approved venue
6. Dealing with spills of blood and bodily fluids
7. Animals
8. Pandemic – preventative measures

The family day care educator must ensure that all reasonable measures are taken to notify parents of enrolled children and visitors to the residence of exposure to an infectious disease.

Hand Washing procedures are an integral part of the family day care educator’s daily routine. The family day care educator will maintain universal hygiene practices at all times.

When to wash hands recommendation:**Children:**

1. On arrival (recommended)
2. Before and after meals and snacks
3. After nappy change and toileting
4. After handling of animals.
5. After outdoor play
6. After wiping nose

Family day care educator:

1. Prior to preparing food
2. Before and after meals and snacks
3. Before and after changing nappies, assisting child with toileting learning and accidents
4. Before and after administering first aid
5. Before administering medication
6. After handling of animals
7. After coming in from outdoor play
8. After wiping nose secretions
9. After coming in contact with blood and bodily fluids
10. Before putting on gloves and after taking off gloves

Exclusion of children

1. If a child shows signs and symptoms of being unwell seek guidance from [Control of communicable diseases manual 2023](#) and [NRMHC Staying Healthy: Preventing infectious diseases in early childhood education and care services \(5th Edition\)](#).
2. Unwell children should be excluded if they are infectious and / or require a level of care and attention that would be detrimental to their own safety or the safety and well-being of other children in care.
3. Where a child has been diagnosed with a communicable disease by a medical practitioner, the exclusion period as recommended by the Communicable Diseases manual will be followed.
4. The family day care educator will inform the parent of the ~~child~~ excluded child of the requirement of a medical clearance for their return to the education and care service.
5. The family day care educator must notify all parents or emergency contacts as soon as practicable of an occurrence of a communicable disease at the residence, whilst maintaining confidentiality of the infectious child/ren. The family day care service recommends that all families of children potentially exposed be provided with a fact sheet of the infectious disease to be alert to potential symptoms, refer to recommended documents.
6. The family day care educator will notify the family day care service of any notifiable disease. The service will inform the Education and Care Regulatory Unit and Department of Health, WA.

Exclusion of family day care educator and/or family members

1. If a family day care educator or any family member were to be diagnosed with a communicable disease or condition, that person has to be isolated from the children in the family day care residence.
2. The family day care educator must report any diagnosed communicable disease or condition to the family day care service.
3. The family day care service may determine further action: for example medical clearance or closure of the family day care residence and notification to Education and Care Regulatory Unit.
4. The family day care educator must notify all parents as soon as practicable of an occurrence of an infectious disease at the residence

Immunisation

1. A current Australian Immunisation Register (AIR) History Statement is required for each child at the time of enrolment.
2. Non-immunised children, unless exempt, cannot commence care in an education and care service.
3. Educators are encouraged to maintain their own immunisation status in regards to people working with children.

Nappy changing

Apply nappy changing procedure in accordance with [*NHMRC Staying Healthy: Preventing infectious diseases in early childhood education and care services \(5th Edition\)*](#)

Use the following method to stop diseases spreading through contact with faeces:

1. Wash your hands.
2. Place paper on the change table.
3. Always wear gloves when changing nappies.
4. Remove the child's nappy and put it in a 'hands-free' lidded bin.
5. Remove any clothes with urine and/or faeces on them.
6. Clean the child's bottom.
7. Remove the paper and put it in a 'hands-free' lidded bin.
8. Remove your gloves now, before you touch the child's clean clothes.
9. Remove gloves by peeling them back from your wrists, turning them inside out as you go. Do not let your skin touch the outer contaminated surface of the glove. Put the gloves in the bin.
10. Dress the child. Wash and dry the child's hands. Now you can hold the child close to you.
11. Take the child away from the change table.
12. Clean the change table with detergent and warm water, paying particular attention to the mat, at the completion of each nappy change.
13. Wash your hands.

Cleaning the family day care residence/venue

1. All toys and equipment used by children must be kept clean and in good condition at all times.
2. Infant toys must be cleaned after use.
3. Clean all areas and equipment used by children with detergent and warm water, then rinse and allow to dry.
4. The family day care residence/venue used by children must be kept clear of hazards, floors must be swept and washed.
5. All furniture used in providing the education and care service must be safe, clean and in good repair.
6. Whilst maintaining acceptable levels of hygiene, it is recommended to minimise the use of toxic products.
7. All sandpits must be checked carefully prior to use by children and covered when not in use. All contaminants identified within the sandpit must be removed immediately.

Dealing with spills of blood and bodily fluids

Family day care educators will:

1. Ensure use of hygiene and infection control precautions by all people in contact with children in the family day care residence and/or venue.
2. Wash hands and skin with warm, soapy water after any contact with blood, faeces, urine, vomit or any other body fluids.

3. Wear gloves where possible to clean up spilt blood, faeces, urine, vomit or other body fluids with neutral detergent and water, and regularly wash floors, toileting, and nappy change areas, nappy change surfaces and mats, play equipment and toys.
4. Ensure all cuts, abrasions, dermatitis or open skin on their hands is covered with a water resistant occlusive dressing, which should be changed each time it is soiled or wet.
5. Dispose of soiled nappies and clean soiled clothes, towels, wash cloths, linen, and equipment in accordance with other policies in this manual.
6. Prevent any sharing of combs, brushes, toothbrushes, bottles, dummies, pacifiers, towels, facecloths and handkerchiefs.
7. Be aware of the risk of contracting blood borne diseases including HIV through skin contact with blood is low but is more likely if there are open cuts, abrasions, and open wounds that are uncovered.
8. Use gloves when applying first aid to bleeding wounds.

Exposure to Bodily Fluids:

1. If exposed to blood or bodily fluids (via needle stick injury; skin contact; splash into eyes, nose or mouth; or biting):
 - seek medical advice as soon as practical about risk of infection and post exposure treatment including HIV and hepatitis B and C treatment and testing regardless of the known or presumed infection status of source person of the blood or body fluid.
2. For needle stick or sharps injuries involving exposure of any educators or children to blood or bodily fluids:
 - 2.1 wash the injured area with soap and running water
 - 2.2 dry the wound and cover with a water resistant occlusive dressing
 - 2.3 dispose of the object that caused the injury, wear gloves and use forceps or tongs to pick up the object, and discard into a sealed firm container to be disposed of (preferably a yellow biohazard sharps container which are commercially available)
 - 2.4 additional advice can be obtained from contacting the National Needle Stick Injury and Other Exposures Hotline on 1800 804 823 or Health Direct on 1800 022 222
3. If exposed to blood or bodily fluids (via needle stick injury; skin contact; splash into eyes, nose or mouth; or biting):
 - 3.1 seek medical advice as soon as practical about risk of infection and post exposure treatment including HIV and hepatitis B and C treatment and testing regardless of the known or presumed infection status of source person of the blood or body fluid.
4. For needle stick or sharps injuries involving exposure of any educators or children to blood or bodily fluids:
 - wash the injured area with soap and running water
 - 4.2 dry the wound and cover with a water resistant occlusive dressing
 - 4.3 dispose of the object that caused the injury, wear gloves and use forceps or tongs to pick up the object, and discard into a sealed firm container to be disposed of (preferably a yellow biohazard sharps container which are commercially available)
 - 4.4 additional advice can be obtained from contacting the National Needle Stick Injury and Other Exposures Hotline on 1800 804 823 or Health Direct on 1800 022 222
5. For skin contact with blood and or bodily fluid:
 - wash off with warm water and soap as soon as possible, and cover all open skin with a water resistant occlusive dressing
 - 5.2 if splashes into eyes, rinse for 5 to 10 minutes with water, or a sterile eye irrigation solution if available.
 - 5.3 if wearing contact lenses, rinse the eyes with the lenses in, remove the lenses and rinse the eyes again, and do not put the contaminated lenses back in

- 5.4 if splashes into the nose or mouth, blow your nose or spit out and rinse with water
6. For clothes, toys or other objects that have been contaminated by blood or bodily fluids, wear gloves and a protective apron or overalls, mop excess fluid with disposable paper towel, and wash with detergent and water.
7. To clean a blood spill on the floor:
 - 7.1 avoid direct contact with the spill
 - 7.2 wear gloves and, if needed, a protective apron or overalls and eye protection and disposable mask if eye or face splashes are likely
 - 7.3 contain the spill as far as possible by placing absorbent paper or paper towel around the edges of the spill, mop up as much as possible with absorbent paper, discard into a sealed heavy plastic bag and dispose
 - 7.4 clean up the remaining spill and contaminated surface with detergent and water
 - 7.5 dry or ventilate the area, discard all gloves and disposable materials into a sealed heavy plastic bag for disposal
 - 7.6 any contaminated clothing, cloths or cleaning implements should be washed in detergent and hot water. If using a washing machine, wash contaminated and non-contaminated materials separately, use the longest cycle for contaminated material, and if washing by hand, wear gloves
 - 7.7 for spills onto carpet or upholstered furniture, wear gloves, mop up as much excess fluid as possible with absorbent paper, clean with a detergent and water, and shampoo with an industrial carpet cleaner as soon as possible.

Recording and reporting practices:

1. Family day care educators are to notify the family day care service and attend their doctor if they think that they have been exposed to blood borne diseases or to blood or body fluid from a needle stick, sharps injury, splash into the face, eyes, mouth or nose or contact with an open wound, regardless of the known or presumed infections status of the person or child who is the source of the blood or body fluid.
2. If a family day care educator believes a child has been exposed to blood borne diseases or to blood or body fluid from a needle stick, sharps injury, splash into the face, eyes, mouth or nose or contact with an open wound, regardless of the known or presumed infections status of the person or child who is the source of the blood or body fluid they are to notify the family day care service and parents and relevant authorities.
3. Family day care educators must fill in an *Incident, Injury, Trauma and Illness Record*. (Refer to Appendix 4) if they think that they have been exposed to blood borne diseases or to blood or body fluid from a needle stick, sharps injury, splash into the face, eyes, mouth or nose or contact with an open wound, regardless of the known or presumed infections status of the person or child who is the source of the blood or body fluid.

Animals

1. Maintain a vaccination and worming schedule as required.
2. Clean fish tanks regularly.
3. Do not allow animals access to the sand pit.
4. Dispose of animal faeces and litter daily and more often if necessary.
5. Place faeces and litter in a plastic bag and put it out with the garbage.
6. If you have a bird cage, wet the floor of the cage before cleaning it to avoid inhalation of powdered, dry bird faeces.
7. Avoid bringing in or keeping ferrets, turtles, iguanas, lizards or other reptiles, birds with psittacine (birds of the parrot family) or any wild or dangerous animals. If the family day care educator keeps these animals or birds they must be in an area inaccessible to the children.
8. Children should not assist in the cleaning of bird cages and fish tanks.

Pandemic - Preventative measures to minimise spread of infection

1. All parties will follow current recommendations of the WA Department of Health.
2. All parties will be informed of any additional measures required by the family day care service and/or educator to further minimise community cross infection and long periods of close contact.

AUTHORISATION:

Version	Action	Date
Policy 3.2 v1	Endorsed	01/08/12
v2	Amended date	24/07/17
	Review date	01/10/18
v3	Review date	31/01/23

Education and Care Services National Law (WA) Act 2012:

Section 3(2), 167, 174, 175

Education and Care Services National Regulations, 2012 – ‘Regulations’:

12, 77, 85-89, 90-94, 136, 176

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.1.2

Quality Area 4 – Staffing Arrangements

Standard/Element 4.2.2

Quality Area 5 – Relationships with Children

Standard/Element 5.1.2

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

POLICY:

The family day care educator and educator assistant must hold a current approved first aid qualification (workplace relevant for education and care service educators), this includes anaphylaxis and emergency asthma management training and annual cardiopulmonary resuscitation (CPR).

PROCEDURE:

The family day care educator will follow the First Aid Action Plan in the event of a medical emergency.

First Aid Action Plan

When a child in care is seriously injured or becomes ill, the family day care educator will:

1. Attend to the child immediately
2. Give appropriate first aid treatment which may include medical assistance. Any medical or dental treatment required must be carried out by the parents/family nominated preferred medical/dental practitioner where possible
3. Call an ambulance if required and stay with the child until the ambulance arrives
4. Contact the parent/s or emergency contact on the enrolment form (by telephone or the most direct method of contact as indicated by the parent/s on the enrolment form). Inform them that an ambulance has been called for their child. (The cost of the ambulance will be paid by the parent).
5. Remain with other children in care whilst the child goes in the ambulance
6. Contact the family day care service as soon as practical or by the next working day to notify them of the use of an ambulance.

7. In the event of a serious incident, complete, sign, obtain parent signature (when possible) and forward an Incident, Injury, Trauma and Illness Record to the family day care office within 24 hours.

First Aid qualifications

The family day care educator and educator assistant will:

1. Possess a current approved first aid qualification (workplace relevant for education and care service educators), this includes anaphylaxis and emergency asthma management training and annual cardiopulmonary resuscitation (CPR).
2. Implement practices to minimize cross infection while providing first aid.
3. Maintain the list of emergency services, a list of the child's current contact numbers and emergency services and keep these in an accessible place at all times.

In the event of a family day care educator or educator assistant's qualifications expiring, care will be unavailable to enrolled children until a refresher course is completed.

First Aid Kits

1. The first aid kit will be clearly identified and easily accessible to family day care educators, family day care assistants, regular visitors, staff members, family day care educator family members, students, parents, and volunteers but inaccessible to children.
2. Family day care assistants, regular visitors, staff members, family day care educator family members, students, parents, and volunteers will be informed of the location of the first aid kit on their first day in the family day care residence or venue.
3. Family day care educators will have available a first aid kit for excursions and in the family day care educator's vehicle if transporting children.
4. Contents of the first aid kit are identified in Appendix 5 and are to be replaced if used, kept within the expiry date and checked annually.
5. Personal Protective Equipment [PPE] aids (for example gloves and masks) are to be kept with the first aid kits.
6. If sharps (such as needles) are used by a child in care, the family day care educators will dispose of these in an approved Sharps Dispenser.

Communication with Families

1. The family day care service will obtain authorisation from parent/s and or an emergency contact on the enrolment form, for permission to administer first aid and obtain medical treatment and/or an ambulance if necessary.

2. Family day care educators will verbally inform parent/s or the emergency contact on the enrolment form, following a first aid response. In the event of a serious incident the parent will be asked to sign an Incident, Injury, Trauma and Illness Record.

SUPPORTING DOCUMENTS:

To implement this Policy refer to:

First Aid Kit contents list

AUTHORISATION:

Version	Action	Date
Policy 3.3 v1	Endorsed	01/08/12
v2	Amended date	24/07/17
	Review date	01/10/18
v3	Review date	31/01/23

Education and Care Services National Law (WA) Act 2012:

Section 3(2); 167

Education and Care Services National Regulations, 2012– ‘Regulations’:

85-87; 95-96; 98-99; 103-106; 161-162; 168; 170; 174-175; 177-178

Medical conditions: 90-96; 168; 170; 177-178; 181–184

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.1.2; 2.2.1; 2.2.2; 2.3.2

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2; 7.1.3

POLICY:

The approved provider of the education and care service must ensure that the service has in place policies and procedures in relation to dealing with medical conditions in children, including the matter set out in Regulation 90.

PROCEDURES:

1. Parents of enrolling children are required to provide the family day care educator and service with an Action Plan (provided by a medical practitioner) and Medical Risk Minimisation Plan (Refer to Appendix 24) if their child has a known medical condition, allergy, or other health care need.
2. The family day care educator will discuss the family day care service’s Medical Conditions policy at enrolment and inform the parent that it will be provided by the service in the Eastern Region Family Day Car Family Handbook.
3. The family day care educator must follow the Action Plan (including plans for asthma, anaphylaxis and diabetes) and Medical Risk Minimisation Plan which aims to prevent any medical emergency.
4. The family day care educator will inform the nominated supervisor, staff members, family day care educator assistants and volunteers of the location of each child’s Action Plan.

The family day care educator will complete and regularly review the Medical Risk Minimisation Plan in consultation with the parent to cover any of the presenting signs identified in (1).

The family day care service supports the self-administration of medication for children over pre-school age with parental authorisation. An Authorisation of Medication form (with written instructions for medication and self-administration) must be completed.

5. An Authorisation of Medication form must be completed by the parent prior to any medication being administered.

6. Prescribed medication can only be given if it's in its original container, bearing the original label with the name of the child, the dosage to be given and is within the expiry and use by date.
7. All non-prescribed medication (as an example: Paracetamol, nappy cream) must be in the original container with the original label, have clear dosage instructions and be within the expiry and use by date.
8. In an emergency situation verbal authorisation can be given by a parent or person listed on the enrolment form to authorise medication. The family day care service recommend this be followed by an SMS or email authorisation where possible, and completion of the Authorisation of Medication form as soon as practicable.
9. Medication can be administered to a child without authorisation in the case of an anaphylaxis or asthma emergency. Emergency services will be contacted immediately. The parent of the child and emergency services must be notified as soon as practicable.
10. Any medication administered must be recorded by the family day care educator or family day care educator assistant on the Authorisation of Medication form and signed by the parent.
11. If a child has experienced a medical emergency and the child's Medical Action Plan was followed, the family day care educator will complete an Incident, Injury, Trauma and Illness Record and request the parent's signature.
12. The family day care service must be contacted as soon as practical and a copy of the Incident, Injury, Trauma and Illness Record forwarded to the family day care office within 24 hours following any contact with emergency services or if medical treatment was accessed for a child.
13. An Incident, Injury, Trauma and Illness Record must be kept by the family day care educator until the child is 25 years of age. If the family day educator leaves the family day care service or ceases to operate, the records must be sent to the family day care service upon ceasing operations.

SUPPORTING DOCUMENTS:

To implement this Policy refer to:

Authorisation of Medication

Incident, Injury, Trauma and Illness Record

Medical Management Plan

"Notification of a Serious Incident" S101 form

AUTHORISATION:

Version	Action	Date
Policy 3.4 v1	Endorsed	01/08/12
v2	Amended date	24/07/17
	Review date	01/10/18
v3	Review date	31/01/23

Education and Care Services National Law (WA) Act 2012:

Section 3(2); 165; 167; 174-175

Education and Care Services National Regulations, 2012– ‘Regulations’:

12; 77; 85-96; 98; 168;170; 176; 177-178; 181-184

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.1.2

Quality Area 4 – Staffing Arrangements

Standard/Element 4.2.2

Quality Area 5 – Relationships with Children

Standard/Element 5.1.2

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

PURPOSE:

Services have a responsibility to protect the health and safety of each individual at all times.

SCOPE:

This Policy applies to family day care educators; family day care educator assistants; regular visitors, family day care service staff members, family day care educator family members, students, parents, children (including visiting children) and volunteers.

PRINCIPLE:

The approved provider of an education and care service has the responsibility to ensure the family day care service has in place policies and procedures in relation to emergencies and serious incidents (Reg 97).

The approved provider must take reasonable steps to ensure the policies and procedures are followed and made available for inspection or at request.

POLICY:

Family day care educators will take reasonable steps, to ensure every child’s health and wellbeing is safeguarded whilst protecting children from harm and hazards.

The family day care service defines *emergency*, in relation to an education and care service, as any situation or event that poses an imminent or severe risk to the persons at the education and care service premises. Examples being:

1. Flood.
2. Fire.
3. A situation that requires the education and care service premises to be in lock-down, examples but not limited to:
 - Intruders (animal or human)
 - Power failures or electrocution
 - Involvement of firearms or other weapons

- Structural damage.

Serious incidents

Examples of Serious Incidents:

1. Death of a child.
2. A child being locked in or out of the family day care residence and/or venue.
3. A child that appears to have been taken or removed from the family day care residence and/or venue in a way that breaches the National Regulations.
4. A child appears to be missing or cannot be accounted for.
5. An accident occurring where the attendance of emergency services were sought or reasonably should have been sought.
6. Damage to or loss of the family day care residence and or venue due to natural disasters.
7. Personal violence eg verbal, physical, sexual, harassment.
8. Experience of a violent situation such as fire, bomb, threat, siege or hostage.

PROCEDURES:

General

1. Emergency plans and evacuation strategies to be prominently displayed.
2. Ensure children are familiar with emergency evacuation procedures.
3. Emergency evacuation procedures are to be practiced at a minimum of every 3 months.
4. Records of the emergency evacuation rehearsal are to be recorded with the date time, and names of children and educators present.
5. Emergency phone numbers will be kept within easy access for all situations that require ringing emergency services, family day care service staff and parents or emergency contacts.

Death of a child

The family day care educator or educator assistant will:

1. Call emergency services – 000.
2. Administer First Aid until emergency services arrive.
3. On arrival of emergency services the educator will take directions from emergency services personnel.
4. Contact family day care service staff.

The family day care service staff will:

1. Contact the child's family.
2. A services staff member will go immediately to educator residence/venue or location where incident occurred to take responsibility for any other children in care at the time of the incident.
3. Contact the parents or emergency contacts of other children in care and arrange for immediate collection.
4. An Incident, Injury, Trauma and Illness Record will be completed by the educator with the assistance of the family day care service staff member and submitted to the family day care service within 24 hours.
5. Contact the Education and Care Regulatory Unit to notify verbally and submit the 'Notification of a Serious Incident' SI01 form acecqa.gov.au within 24 hours.
6. Inform the approved provider.

7. Organise counselling for the educator, family and other children.
8. The family day care educator or family day care service staff should not admit liability.
9. Only the approved provider is permitted to talk to any media.

Serious Injury to Child

The family day care educator will:

1. Call emergency services – 000.
2. Administer First Aid until the emergency services arrive. On arrival of emergency services the educator will take directions from emergency services personnel.
3. Contact family day care service staff.
4. The family day care service staff or educator will contact the child's family.

The family day care service will:

1. If practical, a family day care services staff member will attend the family day care educator residence/venue or location where incident occurred.
2. The family day care service will submit the 'Notification of a Serious Incident' SI01 form acecqa.gov.au to the Regulatory Unit within 24 hours.
3. An *Incident, Injury, Trauma and Illness Record* will be completed by the educator with the assistance of the family day care service staff member and submitted to the family day care service within 24 hours.
4. The approved provider will be informed.
5. If required, counselling will be organised by the family day care service for the educator, family and other children.

Missing child

The family day care educator will:

1. Ensure other children's safety.
2. Check all areas where the child was last sighted and areas where they could have wandered to.
3. Ring the family day care service without delay.
4. Following resolution of the incident, complete the Incident, Injury, Trauma and Illness Record and submit it to the family day care service within 24 hours.

The family day care service will:

1. If practical, a family day care services staff member will attend the family day care educator residence/venue or location where incident occurred.
2. Co-ordinate notification of police / parents and the Education and Care Regulatory Unit (if necessary).
3. The family care service will submit the 'Notification of a Serious Incident' SI01 form (acecqa.gov.au) to the Education and Care Regulatory Unit within 24 hours.
4. An Incident, Injury, Trauma and Illness Record (Refer to Appendix 4) will be completed by the educator with the assistance of the family day care service staff member and submitted to the family day care service within 24 hours.
5. Inform the approved provider.

Child that has not been collected

The family day care educator will:

1. Telephone the parent and or emergency contacts on the child's enrolment form.
2. Notify the family day care service if no response is received from or unable to contact the family after one hour.
3. The family day care educator or service to assess the situation and contact Crisis Care (Tel: 1800 199 008) and explain a child has not been collected from the family day care service and the family or emergency contacts are not contactable.
4. Follow all instructions from Crisis Care (family day care educators may be asked to keep children until collected).
5. To provide an Incident, Injury, Trauma and Illness Record to the family day care service within 24 hours of the incident.

The family day service will:

1. Inform the approved provider.
2. Notify the Education and Care Regulatory Unit and submit the 'Notification of a Serious Incident' SI01 form (www.acecqa.gov.au) within 24 hours.

Emergencies that require immediate evacuation

These procedures can be applied to fire, flooding, and bomb threats.

The family day care educator will:

1. Write up a risk assessment that identifies any potential emergencies that are relevant to the family day care service and or geographical context.
2. Prepare an emergency plan and evacuation strategies indicating procedures and instructions to be followed in an event of an emergency.
3. Develop a [Fire Readiness Plan](#) and prepare relevant resources ie emergency bag as recommended by Department for Fire and Emergency Services.
4. Ensure the residence and/or venue exits are kept clear and easily identifiable and be guided by emergency services safety recommendations relevant to the residence.

Bushfires

1. Follow your emergency plan and evacuation strategies set out in the Fire Readiness Plan.
2. Implement [Fire Readiness Plan](#) and evacuate as soon as possible / when instructed by Department for Fire and Emergency Services.
3. Notify the family day care service of any evacuation as soon as practical or within 24 hours.
4. Complete an *Incident, Injury, Trauma and Illness Record- group*. The family day care service will submit the 'Notification of a Serious Incident' SI01 form (www.acecqa.gov.au) to the Education and Care Regulatory Unit within 24 hours.

Family day care residence/venue ‘lock down’

In the event of a situation where children and educators need to stay inside the residence and or venue until they are notified otherwise by an appropriate authority, the following procedure will apply:

1. All children will proceed to a designated area in the residence and or venue (as indicated in the emergency plan and evacuation strategies) and sit waiting for the residence to be deemed safe.
2. Family day care educator will contact relevant authorities and the family day care service who will inform the parents.
3. Complete an *Incident, Injury, Trauma and Illness Record - group*. The family day care submit the ‘Notification of a Serious Incident’ SI01 form (www.acecqa.gov.au) to the Education and Care Regulatory Unit within 24 hours.

The evacuation procedure

The family day care service / educator will make the final decision and be guided by the advice of the relevant authority as to whether to evacuate the residence and or venue.

The following procedure will apply.

1. The family day care service/educator will:
 - 1.1 Inform all persons in the residence and or venue to evacuate.
 - 1.2 Telephone 000 or the local emergency service required and give their name, location and type of emergency.
 - 1.3 Ensure each child in care’s records and items relating to attendance, emergency contacts, medication for medical conditions and an emergency bag with first aid kit, are taken when evacuating.
 - 1.4 Move all persons to the nominated evacuation assembly area as indicated in the *emergency evacuation plan* or by the Department of Fire and Emergency Services.
 - 1.5 Keep all children and persons calm during the evacuation.
 - 1.6 Check all persons who are registered at the residence and or venue at that time, are in the evacuation assembly area.
 - 1.7 Inform parents of children in care and the family day care service of the evacuation.
 - 1.8 The family day care service will inform the parents if requested by the family day care educator.
 - 1.9 Once the area has been declared safe by the appropriate authorities, the educator and the children can re-enter the residence or venue.

2. If the family day care residence or venue emergency exits (as shown on the emergency evacuation plan) are blocked then the family day care service/educator will utilise any alternative evacuation exits to ensure all persons leave the residence or venue in a safe manner.

3. If the nominated evacuation assembly area is affected by the emergency, the family day care service/educator will immediately identify an alternative assembly area for all persons to gather. This is to be clearly indicated to all who are exiting the residence or venue.

If a child or person is requiring first aid or unable to leave the residence and or venue due to an injury, the family day care service/educator will:

- 3.1. Ensure all other persons are evacuated and
- 3.2. Assist the person who is injured to evacuate.

Evacuation and lockdown rehearsals

The family day care service/educator will:

1. Conduct an emergency evacuation rehearsal and lockdown rehearsal every 3 months.
2. Document and evaluate the emergency evacuation rehearsal stating the date; time of day; and the number of adults and children undertaking the rehearsal and how it went, on the service *Emergency evacuation procedure rehearsals form*.

Communication devices

The family day care educator must have access to two operating communication devices (for example but not limited to a telephone or mobile telephone) to enable immediate communication to and from emergency services, parents and the family day care service.

At least one communication device must be kept in a fixed location at the family day care residence.

Communication with families

The family day care educator will inform families of their emergency and evacuation plan and procedures.

Dealing with the emotional and psychological impact of an emergency

The family day care service will have in place contact details for support networks and counselling services that will be available to staff, educators, children and families in event of a serious threat or experience, immediately following an emergency.

SUPPORTING DOCUMENTS:

To implement this Policy refer to:

Incident, Injury, Trauma and Illness Record (group)

“Notification of a Serious Incident” SI01 form

Emergency Evacuation Plan

Fire Readiness Plan

AUTHORISATION:

Version		Action	Date
Policy 4	v1	Endorsed	01/08/12
	v2	Amended date	24/07/17
		Review date	01/10/18
	v3	Review date	31/01/23

Policies in this section as required by:

Education and Care Services National Law (WA) Act 2012:

Section 3(2); 3(3); 165; 165A; 167; 189

Education and Care Services National Regulations, 2012– ‘Regulations’:

158 – 161; 168; 170; 176

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.2.1

Quality Area 4 – Staffing Arrangements

Standard/Element 4.2.2

Quality Area 5 – Relationships with children

Standard/Element 5.1.1, 5.1.2, 5.2.1, 5.2.2

Quality Area 6 – Collaborative Partnerships with Families and Communities

Standard/Element 6.2.1

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

PURPOSE:

To ensure the safety of children during delivery and collection from care and when going on excursions and outings.

SCOPE:

This Policy applies to family day care educators; family day care educator assistants; regular visitors, family day care service staff members, family day care educator family members, students, parents, children (including visiting children) and volunteers.

PRINCIPLE:

The approved provider of an education and care service has the responsibility to ensure the family day care service has in place policies and procedures in relation to children leaving the family day care residence or venue, and excursions.

The approved provider must take reasonable steps to ensure the policies and procedures are followed and made available for inspection or at request.

The approved provider must ensure parents of enrolled children are notified before making any changes to policies and procedures.

POLICY:

Family day care educators will take reasonable steps, to ensure the collection and delivery of children, whether to and from the family day care residence or approved venue or on excursions, supports the safety and protection of the children.

PROCEDURES:

There may be times when a parent may not be able to deliver or collect their child. Procedures must be in place to ensure the safety and wellbeing of children who are placed in the care of other people.

1. The child may only leave the family day care residence or approved venue or site of excursion if the child:
 - 1.1 Is given into the care of:
 - 1.1.1 A parent of the child or
 - 1.1.2 An authorised nominee named in the child's enrolment record or
 - 1.1.3 A person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child or
 - 1.1.4 A person authorised by the child's parent via contact by telephone, text, or email. In this instance the family day care educator must:
 - Ensure photo identification of the authorised person is checked and
 - Follow sign in/out procedures
 - 1.2 Is given into the care of a person or taken outside the premises because of medical, hospital or ambulance care or treatment or any other emergency.
2. All children must be signed in and out electronically at the time of arrival and on departure by the parent or authorised nominee. If there is no access to the internet at the time, a record will be kept as a paper timesheet to be provided by the family day care educator and signed by the parent or authorised nominee.
3. Children delivered or collected from school or kindy by the family day care educator or family day care educator assistant are required to be signed in or out electronically using their Personal Identification Number (PIN). If there is a delay in recording sign in/out, a note with actual time is required on the software program.
4. The family day care educator is responsible for the supervision of children from the time the parent signs the child into care until the time the parent signs the child out of care.
5. A child must not be released into the care of a parent who is prohibited by a court 'Parenting Order' from having contact with the child.
6. The family day care service and educator will inform parents of their responsibility to provide the family day care educator with a copy of any current 'Parenting Order'.
7. If a parent who is not authorised on the child's enrolment form, arrives to collect the child and provides a current court 'Parenting Order' that gives them legal access, the child will be released and the enrolling parent will be notified. However, where parents of a child are in conflict and the family day care educator has reason to believe releasing a child to a parent may place the child's immediate safety and welfare at risk, the family day care educator will

act in a manner that is consistent with the family day care service’s duty of care to that child. In such cases, the family day care educator may contact the other parent or the appropriate authorities and keep the child at the family day care residence or venue until the situation is resolved.

8. If an authorised person has not collected the child 30 minutes after the booked session of care, the family day care educator will contact the parent or authorised persons to arrange for the child to be collected from care.
9. If the family day care educator is unable to contact the parent or authorised persons within a period of one hour after the booked times, the educator will contact the family day care service to assess the situation and contact Crisis Care –1800 199 008 (Refer to *Serious Incidents, Emergency and Evacuation Policy*, section on ‘children not collected’).
10. If an authorised person arrives to collect the child and is intoxicated or in an unfit state to drive, the family day care educator will:
 - 10.1 Encourage the person to contact an alternative driver/taxi
 - 10.2 Offer to drive the child home at a later time and
 - 10.3 Note the vehicle registration number and notify the police if the person insists on driving with the child.
 - 10.4 Complete an Incident, Injury, Trauma and Illness Record
11. In the case of a serious incident occurring as prescribed in Chapter 1, 12 of the *Education and Care National Regulations*, the procedure for *serious incident* should be followed. (Refer to *Policy 4 Serious Incidents, Emergency and Evacuation Policy*).

LINKING POLICY:

Serious Incidents, Emergency and Evacuation

AUTHORISATION:

Version	Action	Date
Policy 5 v1	Endorsed	01/08/12
v2	Amended date	24/07/17
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Combined 5.1 v3	Review date	31/01/23

Policy in this section as required by:

Education and Care Services National Law (WA) Act 2012:

Section 3(3); 175

Education and Care Services National Regulations, 2012– ‘Regulations’:

158-160; 168-170; 181

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 4 – Staffing Arrangements

Standard/Element 4.2.2

Quality Area 6 – Collaborative Partnerships with Families and Communities

Standard/Element 6.1.3

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

A New Tax System (Family Assistance) Act 1999

A New Tax System (Family Assistance) (Administration) Act 1999

Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017

PURPOSE:

The family day care service recognises that family day care educators are independent small business owners who have the right to set their own fees and charges for their services. The family day care service complies with all requirements of the Commonwealth Agreement and approved fees are transparent to all stakeholders.

SCOPE:

This Policy applies to the family day care service; family day care educators; and parents.

PRINCIPLE:

The approved provider of an education and care service has the responsibility to ensure the family day care service has in place policies and procedures in relation to payment of fees and provision of an approved “Statement of Fees” outlining fees charged by the family day care service and educator.

POLICY:

The family day care service acknowledges that the family day care educator acts as an independent contractor and agent of the family day care service to collect family fees. The family day care educator will set and apply a consistent fee for services provided which details the full cost of care. Families and the family day care service will be informed of this fee and any subsequent changes.

PROCEDURES:

1. Family day care educators are able to develop and set their own 'Statement of Fees'. There is to be no collusion between family day care educators in their setting of fees.
2. The family day care service will set the Service Fees and Levies. Council of the Shire of Mundaring must endorse all Eastern Region Family Day Care service fees and levies before it is presented to educators and families.
3. The family day care service will inform families that family day care educators are responsible for setting their own fees.
4. Family day care educator will provide a dated copy of their 'Statement of Fees' to the family day care service for approval prior to implementation.
5. The family day care service will advise all family day care educators that they must provide families with a copy of the service approved 'Statement of Fees' at the time of interview / enrolment with parent/s. Family day care educators will also issue copies to all parents enrolled in their service, each time their fees are updated.
6. The 'Statement of Fees' will include, if applicable, daily, sessional, hourly, standard and non-standard hours, school age care and public holidays. It will also include the family day care service levy.
7. The 'Statement of Fees' must indicate the family day care educator's name and business name.
8. Parents are liable for the full cost of contracted childcare (family day care educator fee and service levy) at the commencement of care and best practice is payment should be kept in advance. Families eligible for government assistance / subsidy will be notified by the family day care service and educator of their total family fee. The family day care educator is responsible for collecting this fee.
9. When a child's weekly attendance record is submitted to the family day care service, the family day care educator will receive any balance of remuneration from parent government subsidies, through the family day care service.
10. Service parent levies will be deducted weekly from parent government subsidies. Where government subsidies do not cover the levies an account will be sent to the family day care educator.
11. The family day care service must provide the family day care educator with a fortnightly (at a minimum) payment advice when enrolled children's attendance are submitted. Families will be provided with a fortnightly (at a minimum) Statement of Entitlement showing their education and care fees.
12. Family day care educators must provide 2 - 4 weeks written notice to the family day care service and to families, of any changes to their 'Statement of Fees' (It is highly recommended that all fee increases are consistent, both to be set for the beginning of each financial year and no more than twice a year).

- 13. The family day care service requires:
 - 13.1 The family day care educator to hold the responsibility of justifying the fees in their 'Statement of Fees'. The family day care service will not enter into discussions relating to the value of an individual service compared to other services however it is strongly recommended that the family day care educator be guided by the Service Fact Sheet - Fee Setting Guidelines provided prior to approval by the family day care service.
 - 13.2 The family day care educator to take responsibility for bad debts incurred at their service. The family day care service will not act on a family day care educator's behalf or for the family day care educator in settling, retrieving and or negotiating bad debts.
 - 13.3 That fees must be equitable for all families in the same service and not be discriminatory.
 - 13.4 The family day care educator to notify the family day care service if they become aware of families experiencing temporary financial hardship or if a child is at risk. Authorisation by the service for short term financial assistance may be granted if a family qualifies.
- 14. Termination of education and care requires a minimum of one week's notice in writing by either the family day care educator or the parent.
- 15. The family day care educator will keep and maintain a record of all fees received.

SUPPORTING DOCUMENTATION:

To implement this Policy refer to:
Statement of Fees- Educator
Statement of Fees Guide – Service
 Fact Sheet: Fee setting guidelines
Service Agreement

AUTHORISATION:

Version		Action	Date
Policy 6	v1	Endorsed	01/08/12
	v2	Amended date	18/07/17
		Review date	01/10/18
	v3	Review date	31/01/23

Policy in this section as required by:

Education and Care Services National Law (WA) Act 2012:
172; 175

Education and Care Services National Regulations, 2012– ‘Regulations’:
74, 87, 92, 116; 145-151; 153-154; 158--165; 167-184; 373

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 7 – Governance and Leadership
Standard/Element 7.1.2, 7.1.3

PURPOSE:

Regulatory and Government bodies require the retention and maintenance of records in relation to service stakeholders and children for a specified time. All records are required to be kept up to date and stored confidentially in a secure area with access by authorised persons only. Records will be destroyed appropriately after specified times.

SCOPE:

This Policy applies to the family day care service and family day care educators.

PRINCIPLE:

The approved provider of an education and care service has the responsibility to ensure the family day care service has in place policies and procedures in relation to governance and management of the service, including confidentiality of records.

POLICY:

All persons will comply with all policies and procedural requirements when engaging in activities relating to the operation of the family day care service and will conduct themselves in an ethical manner and abide by codes of conduct. All records will be maintained in a confidential and private manner.

PROCEDURES:

1. All family day care service staff, family day care educators, and family day care educator assistants will be given information on legal and ethical requirements. For example, as part of Service Orientation or Certificate III - Education and Care qualification.
2. Every family day care service will hold a policy and procedures file which is provided to family day care educators and accessible to families.
3. Family day care educators will have a working knowledge of policies and procedures within the file.
4. An industry Code of Conduct will be followed by the family day care service staff; family day care educators; family day care educator assistants; volunteers; and students.

5. The family day care service will:
 - 5.1. Provide all family day care staff, family day care educators and family day care educator assistants with a copy of the Code of Conduct including responsibilities of all parties.
 - 5.2. Provide all family day care staff, family day care educators and family day care educator assistants with training at Orientation in relation to the Code of Conduct, and update existing persons of any changes.
 - 5.3. Ensure policies and practices are developed in line with current Education and Care Services National Regulations 2012 and National Quality Standards.
 - 5.4. Ensure changes within the services are explained to all family day care staff, family day care educators, family day care educator assistants, and families prior to implementation.
 - 5.5. Ensure if a change to a policy/procedure is made, then at least 14 days' notice to the parents of children enrolled at the family day care service, must be given before implementing any change to a policy and or procedure.
6. Family day care staff and family day care educators and family day care educator assistants will be given information on the Early Childhood Australia (ECA) Code of Ethics.

Refer to: Code of Conduct
ECA Code of Ethics from <http://earlychildhoodaustralia.org.au>

Records management

- 2.1. For records relating to an incident, illness, injury or trauma suffered by the child while being educated and cared for by the family day care service - until the child is 25 years of age.
- 2.2. For records relating to an incident, illness, injury or trauma suffered by the child that may have occurred following an incident while being educated and cared for by the family day care service - until the child is 25 years of age.
- 2.3. For records relating to the death of a child while being educated and cared for by the family day care service or that may have occurred as a result of an incident while being educated and cared for - until 7 years following the death of a child.
- 2.4. For records relating to a child enrolled in the family day care service - until the end of 3 years after the last day on which the child was educated and cared for.
- 2.5. For records relating to the approved provider – until the end of 3 years after the last date on which the approved provider operated the family day care service.
- 2.6. For records relating to the nominated supervisor, family day care service staff member, and or family day care educator providing education and care on behalf of the family day care service - until the end of 3 years after the last date on which the nominated supervisor or staff member provided education and care on behalf of the service.
- 2.7. For all other records – until the end of 3 years after the date on which the record was made.

The Family day care service will:

- 2.1 Documentation of child assessments or evaluations for delivery of the educational program as set out in R.74
 - 2.2 An incident, injury, trauma and illness record as set out in R.87
 - 2.3 A medication record as set out in R.92
 - 2.4 Children's attendance record as set out in R.159
 - 2.5 Child enrolment records as set out in R.160 and 162
 - 2.6 Record of visitors to the family day care residence or approved family day care venue as set out in R.165.

3. Ensure the following records are kept as required by Education and Care National Regulations:
 - (R.158) Children's attendance records to be kept by approved provider.
 - (R.159) Children's attendance records to be kept by family day care educator.
 - (R.160) Child enrolment records to be kept by approved provider and family day care educator.
 - (R.161) Authorisations to be kept in enrolment record.
 - (R.162) Health information to be kept in enrolment form.
 - (R.177) Prescribed enrolment and other documents to be kept by approved provider.
 - (R.178) Prescribed enrolment and other documents to be kept by family day care educator.
 - (R.179) Family day care educator to provide documents on leaving service
 - (R.180) Evidence of prescribed insurance
 - (R.181) Confidentiality of records kept by approved provider
 - (R.182) Confidentiality of records kept by family day care educator
 - (R.183) Storage of records and other documents
 - (R.184) Storage of records after service approval transferred
 - (R373F) Water hazard safety inspection reports

Any documentation generated by the service in the operation of their duties and responsibilities under the *Education and Care Services National Law (WA) Act 2012* and the *Education and Care Services National Regulations 2012* will be kept by the family day care service for the required period.

Confidentiality

1. The family day care educator will keep confidential the affairs of each child in their care and of the child's family and shall not disclose any information to a third party other than the family day care service or as legally required to do so.
2. Confidential conversations will be conducted in a quiet area away from other children, parents, staff and family day care educators. Such conversations in relation to the health and well-being of the child should be noted in writing and stored in a confidential manner.
3. Reports, notes and observations in relation to family day care educators, family day care service staff and children must be objective, accurate, and free from bias and negative comments including use of labels.
4. Students, volunteers and/or visitors to the family day care educator's residence/venue will ensure that information in regard to family day care educators, family day care service staff, children, and families is not discussed outside of the context in which it was heard.
5. Any information received or transmitted via mobile telephone (including text / SMS) or any other electronic device (example email) shall be treated with the same confidentiality as any other written form of communication and must be stored confidentially.

Privacy

1. The family day care service and family day care educators will not collect sensitive information unless the individual has consented, or there is a legal requirement to do so or in other special circumstances that have a bearing on the well-being of the child.
2. Every reasonable step will be taken to ensure personal information collected, used or disclosed is accurate, complete and current.
3. Every reasonable step will be taken to ensure that personal information held within the family day care service is protected from misuse, loss, and from unauthorised access, modification or disclosure.
4. All personal information requested through Freedom of Information (FOI) will be managed by the approved provider.
5. Personal information would not usually be transferred overseas and then only if it meets the requirements of the National Privacy Principle 9.

Media and Social Media

The family day care service staff and educator will:

1. Respect the confidentiality and privacy rights of children and families when requesting written authorisation on the Child Enrolment form prior to the inclusion of a child’s photo in any media publication or social media.
2. Follow the Service Educator Code of Conduct obligations regarding Communication, social media and public relations to ensure communications reflect the status and objectives of the family day care service.
3. Liaise with Family and Children’s Services Manager to seek approval prior to making any public comment to media outlets.

SUPPORTING DOCUMENTATION:

To implement this Policy refer to:

Code of Conduct

Records and documents required to be kept at a service

ECA Code of Ethics

AUTHORISATION:

Version	Action	Date
Policy 7 v1	Endorsed	01/08/12
v2	Amended date	26/07/17
	Review date	01/10/18
v3	Review date	31/01/23

Processes are in place to ensure that all grievances and complaints are addressed, investigated fairly and documented in a timely manner.

Policy in this section as required by:

Education and Care Services National Law (WA) Act 2012:

Section 174

Education and Care Services National Regulations, 2012– ‘Regulations’:

111, 168, 170

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 4 – Staffing Arrangements

Standard/Element 4.2.1, 4.2.2

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3, 7.2.1

PURPOSE:

To ensure any complaints are dealt with efficiently, promptly and in a professional manner.

SCOPE:

This policy applies to family day care educators; family day care educator assistants; regular visitors, family day care service staff members, family day care educator family members, students, parents, children (including visiting children) and volunteers.

PRINCIPLE:

The service provider supports the individual's right to be heard fairly, the right to an unbiased decision made by an objective decision maker and the right to have the decision based on relevant evidence. This ensures all persons are provided with procedural due fairness in relation to complaint management.

POLICY:

Procedural due fairness will be followed in reaching an outcome for all persons and the Service Code of Conduct adhered to.

PROCEDURES:

It is expected the grievance should initially be discussed with the person concerned. Every effort should be made to resolve the grievance at this level before moving on to the following steps.

All complaints may be lodged via face-to-face contact, telephone conversations or written notification and a record will be kept of the complaint until resolved.

Any complaint that poses a risk to the health, safety or wellbeing of a child/ren or alleging that the Law has been contravened (Section 174 will be notified to the Education and Care Regulatory Unit and a 'Notification of Complaint' C01 form www.acecqa.gov.au submitted

within 24 hours.

Between the family day care educator and/or educator assistant and a family

1. If the grievance is not resolved satisfactorily either party can bring the matter to the attention of the family day care service staff to assist in the resolution of the matter.
2. Any grievance, which has been fully discussed between the family day care service staff and the parties involved and is still unresolved, can be referred for further mediation to the approved provider or a representative of the sponsoring body.
3. If still unresolved the matter can be referred to the Western Australian Ombudsman.
Phone: 1800 117 000.

Between the family day care educator and or an educator assistant and the family day care service

1. The family day care educator and or family day care educator assistant has the right to approach the family day care service staff member concerned and to expect to have the grievance addressed in an understanding and sensitive manner.
2. If unresolved the family day care educator and or family day care educator assistant can contact the approved provider or a representative of the approved provider who will attempt to find a resolution or an acceptable compromise by both parties.
3. If still unresolved the matter can be referred to the Western Australian Ombudsman.
Phone: 1800 117 000.

Between the family day care service staff and the family day care educator and or educator assistant

Child protection complaints will be directed to the Department of Communities - Child Protection (refer to Policy 1.6).

The following procedures apply to incidents other than those that will result in automatic termination as stated in the family day care educator's agreement:

1. When the family day care service is dissatisfied with a family day care educator and or family day care educator assistant, then the complaints process will be followed.
2. When an issue is raised by a parent, staff member or community member, the family day care service will ask if the issue is a complaint. If it is deemed to be a complaint, then the complainant will be informed that the complaint will be followed up by all parties concerned if the complaint relates to a breach of Regulations or of special conditions of the family day care service, the family day care service staff will investigate the circumstances and discuss the complaint with the family day care educator.
3. The family day care service will advise the family day care educator and or family day care educator assistant of non-compliance with the Regulations and/or conditions of the service, and the grievance procedure will be initiated.
4. The verbal advice will be followed up in writing to the family day care educator and or family day care educator assistant.

5. The family day care service will advise the Education and Care Regulatory Unit of an alleged complaint that poses a risk to the health, safety and wellbeing of the child within 24 hours of the complaint.
6. De-registration of a family day care educator and or family day care educator assistant:
 - 6.1 If the family day care educator and or family day care educator assistant breaches the service policies and procedures, National Regulations, and or National Law, the family day care service may recommend de-registration with the family day care service where demonstration of compliance is not met.
 - 6.2 The family day care service will advise the family day care educator and or family day care educator assistant if they have been de-registered from the family day care service and the reasons for this course of action in writing.
 - 6.3 The family day care service will advise the Education and Care Regulatory Unit in writing, the date from which the family day care educator is no longer registered with the service.

Between family day care educator and family day care educator

1. Discuss with the person concerned and attempt to resolve the grievance.
2. If unresolved the family day care educator may contact the family day care service who will attempt to find a resolution or an acceptable compromise by both parties.
3. If still unresolved the family day care educator may refer the matter to the representative of the approved provider for further mediation.

Family day care service staff receiving the complaint will:

1. Determine and confirm the details of the complaint and record details on the complaints / grievance form (SE 1).
2. Confirm the content and intent of the complaint and the possible outcome to be achieved. (Should the nature of a verbal complaint appear major, staff should request that the complaint be put in writing to reduce the possibility of the complaint being misunderstood).
3. Explain the courses of action available.
4. Commit to seeking a resolution, if possible, in a positive manner and action immediately.
5. Determine whether the person making the complaint is satisfied with the proposed course of action and, if not, suggest an alternative course of action.
6. Follow up and monitor the outcome to confirm the person is satisfied and has received appropriate feedback

Approved Provider receiving a complaint will:

1. Acknowledge the complaint in writing within three (3) working days of receipt.
2. If follow up is required, an acknowledgement letter will give details of response times, how the matter will be resolved.
3. Follow up and monitor the outcome to confirm the person is satisfied and has received appropriate feedback.
4. Evaluate the nature of the complaint in informing policy and procedural reviews.

Use of Interpreter

The family day care service will offer an interpreter when handling complaints where required.

Access to information

Information deemed confidential under Freedom of Information legislation will not be accessible.

AUTHORISATION:

	Version	Action	Date
Policy 8	v1	Endorsed	01/08/12
	v2	Amended date	20/07/17
		Review date	01/10/18
	v3	Review date	31/01/23

Policy in this section as required by:

Education and Care Services National Law (WA) Act 2012:

Section 51(4)

Education and Care Services National Regulations, 2012– ‘Regulations’:

30;180

R.30

A service approval for a family day care service is granted subject to the condition that the approved provider of the service must ensure that each family day care educator engaged by or registered with the service holds insurance against public liability with a minimum cover of \$10,000,000.

PURPOSE:

To ensure appropriate insurance cover is obtained and kept up to date by the family day care service and the family day care educator and documentation of this insurance is available for inspection by the family day care service and regulatory authority.

SCOPE:

This Policy applies to family day care educators and the family day care service.

PRINCIPLE:

The family day care service and family day care educator hold current public liability insurance.

POLICY:

The family day care service will ensure that family day care educators and family day care educator assistants are informed of the regulatory requirements for insurance. A family day care educator will hold current insurance policies that are available for inspection by the family day care service and regulatory authority.

PROCEDURES:

To ensure all family day care service staff, family day care educators and family day care educator assistants are informed of and covered by appropriate insurance policies, all family day care educators and the family day care service will hold:

1. A current public liability insurance policy in accordance with the Regulation and which adequately covers the family day care educator and residence and or venue.
2. When a family day care educator assistant is registered with the family day care service to assist a family day care educator, it is the responsibility of the family day care educator to contact their insurer and provide proof of cover to the service.

AUTHORISATION:

Version	Action	Date
Policy 9 v1	Endorsed	01/08/12
v2	Amended date	26/07/17
	Review date	01/10/18
v3	Review date	31/01/23

Policy in this section as required by:

Education and Care Services National Law (WA) Act 2012:

175

Education and Care Services National Regulations, 2012– ‘Regulations’:

102; 157; 168-172; 177-179; 181-182

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 5 – Relationships with children

Standard/Element 5.1.1, 5.1.2

Quality Area 6 – Collaborative Partnerships with Families and Communities

Standard/Element 6.1.1, 6.1.2, 6.1.3, 6.2.1, 6.2.2, 6.2.3

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

PURPOSE:

To provide family day care educators and families with a clear procedure for the enrolment of children in the family day care service. This will ensure fairness and equity for all families seeking education and care services.

SCOPE:

This Policy applies to the family day care service, family day care educators and families.

PRINCIPLE:

To implement an enrolment process that is clear and equitable.

POLICY:

To provide an efficient enrolment procedure that is clear and understandable to family day care educators and families. To implement processes through the provision of secure recording and storing procedures that protects the confidentiality of families.

PROCEDURES:

The family day care service will:

1. Ensure that all children provided with care are enrolled with the family day care service.
2. Provide information to the parent/guardian of the Commonwealth Child Care subsidies.
3. Present alternative options for care if necessary.
4. Ensure an enrolment form is fully completed for each child prior to attendance at the family day care residence/approved venue.

5. Ensure the completed enrolment form is compliant with Regulations 160, 161 & 162
6. An Immunisation History Statement obtained within the past two months
7. A full birth certificate
8. A Medical Management Plan (if applicable)
9. A copy of a Court Order pertaining to the child (if applicable)
10. Administration documents
11. Any trial period negotiated by the family day care educator and the parent.
12. Provide language support when a parent is having difficulty in completing the form. An enrolment interview may be conducted and if necessary organised in the parent's first language.
13. Ensure access for any child irrespective of cultural background, religion, sex, disability, parents' marital status, health status or income while meeting the specific needs of the local community.
14. Determine access for children with additional needs in consultation with all stakeholders. Physical environments will be adapted as much as possible to suit children's additional needs.
15. After enrolment, follow-up with families by the family day care service occurs through telephone contact, written communications, newsletters and surveys.

The family day care educator will:

1. If necessary implement a trial period to ascertain if the placement is appropriate for the child. This trial period will be negotiated with the parent.
2. Keep all enrolment forms in a secure place. The forms are to be kept confidential from all but the approved persons who enrolled the child, relevant staff, management and Commonwealth and/or State Regulatory body.
3. Accept the enrolment on receipt of completed enrolment forms and payment of the required fees as stated in the 'Statement of Fees':
The enrolling parent or family day care educator must submit a copy of the completed enrolment form to the family day care service, prior to care commencing.
4. Update enrolment forms annually or when there are changes to the family's circumstances and forward a copy to the family day care service.

5. Advise parents that it is their responsibility to notify the educator and service of any changes to their current details on enrolment forms.
6. Provide all families with information through specific orientation procedure, if possible prior to the child commencing education and care.
7. Discuss the 'Statement of Fees' and provide a copy to families.
8. Work with families to identify the individual education and care requirements of each child and their family. This will include tailoring the orientation / settling in process to meet the needs of individual children and families in order to support the continuity of care between a child's home and the family day care residence/approved venue.
9. Keep all child enrolment records until the end of 3 years after the child's last attendance.

SUPPORTING DOCUMENTS:

To implement this Policy refer to:

Child Enrolment

Statement of Fees - Educator

Statement of Fees Guide - Service

AUTHORISATION:

Version	Action	Date
Policy 10 v1	Endorsed	01/08/12
v2	Amended date	20/07/17
	Review date	01/10/18
V3	Review date	31/01/23

Policy in this section as required by:

Education and Care Services National Law (WA) Act 2012:

Section 3(2); 165, 167,170

Education and Care Services National Regulations, 2012– ‘Regulations’:

84, 149; 168, 177

R.149 refers to centre-based services but a family day care service should follow R.149 if utilising volunteers and or students.

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.2.1, 2.2.2, 2.2.3

Quality Area 4 – Staffing Arrangements

Standard/Element 4.2.2

Quality Area 5 – Relationships with Children

Standard/Element 5.1.1, 5.1.2

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.1, 7.1.2, 7.1.3, 7.2.3

PURPOSE:

To provide opportunities for the training needs of volunteers and students through imparting knowledge and experience from family day care service staff and family day care educators. Students can be provided with opportunities and resources to demonstrate their competencies, and to gain experience.

SCOPE:

This Policy applies to family day care educators, the family day care service and volunteers and students on practicum placements.

PRINCIPLE:

To provide opportunities for the training needs of volunteers and students in family day care.

POLICY:

To provide a clear and understandable processes that allow the participation of volunteers and students in the family day care service, ensuring safety for them and the children.

PROCEDURES:

The family day care service can offer placements to:

1. Secondary school students who wish to gain work experience as part of a secondary school program, where the school has initiated the work experience, identified the student's suitability, worked with the service to arrange suitable times and provide authorisation and insurance for the student to participate.
2. Students attending other registered training organisations and studying in a relevant field, such as education and care, teaching, recreation or community services where the training organisation has initiated the placement, identified the students suitability, worked with the nominated supervisor in relation to times and expectations and provided written authorisation and insurance for the student to participate.

The family day care service will:

1. During induction, provide students and volunteers with the Code of Conduct and guidelines that identify their role, responsibilities and expectations while at the family day care service.
2. Provide students and volunteers with a *Volunteer Student Information & Declaration* form for completion.
3. Check that all students and volunteers over the age of 18 years have completed a Working with Children Check prior to commencing at the family day care service.
4. Inform students and volunteers that they must comply with all obligations under Policy 1.6 *Child Protection*.
5. Give support and guidance to students and volunteers where possible.
6. Assist students and volunteers to belong as part of the team and feel welcome.
7. Encourage students and volunteers to participate and communicate in an open and honest manner.
8. Ensure that students and volunteers do not discuss children's development or other issues with parents or any other person who is not a staff member of the service or training organisation.
9. Request that students and volunteers adhere to all areas of confidentiality.
10. Ensure students and volunteers are never left alone or in charge of any children.

11. Require students and volunteers to abide by *Education and Care Services National Regulations 2012* while on placement.
12. Provide students and volunteers with access to family day care service policies and procedures.
13. Take all reasonable steps to ensure the written policies are followed.
14. Expect students and volunteers to take responsibility for the role that they are undertaking whilst on placement, viewing it as part of their own professional development.
15. Inform families when a student or volunteer is on placement at the service.
16. Inform the family day care educator that all students and volunteers must sign in / out of the 'Record of visitors to family day care residence' book.
17. Provide ongoing constructive feedback and assessment that is fair and equitable.
18. Provide students and volunteers with opportunities to learn and participate in a positive, encouraging environment.
19. Maintain a record of all students and volunteers attending family day care service.
20. Ensure all family day care educators maintain a record of any students or volunteers attending a family day care residence/approved venue.

The family day care educator will:

1. Ensure students and volunteers are never left alone or in charge of any children.
2. Inform the family day care service and families prior to a student or volunteer commencing a placement at the service.
3. Obtain signed acknowledgement from parents of student or volunteer attendance at the family day care residence. (Refer to Permission and knowledge of volunteer student present form).
4. Ensure the student or volunteer signs in / out of the 'Record of visitors to family day care residence' book.

LINKING POLICY:

Policy 1.6 *Child Protection*

SUPPORTING DOCUMENTS:

To implement this Policy refer to:

Record of visitors to family day care residence (ERFDC)

Fact Sheet: *Volunteer, Student*

AUTHORISATION:

Version	Action	Date
Policy 11 v1	Endorsed	01/08/12
v2	Amended date	26/07/17
	Review date	01/10/18
v3	Review date	31/01/23

Policy in this section as required by:

Education and Care Services National Law (WA) Act 2012:

Section 3(2) 165A, 170

Education and Care Services National Regulations, 2012– ‘Regulations’:

93, 94, 102, 161, 168

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.2.1, 2.2.2, 2.2.3

Quality Area 6 – Collaborative Partnerships with Families and Communities

Standard/Element 6.1.1, 6.1.2, 6.1.3

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

PURPOSE:

To provide the family day care service, family day care educators and families with a clear procedure for obtaining authorisations for actions such as administration of medications, collection of children, excursion and providing access to personal records.

SCOPE:

This Policy applies to family day care educators, the family day care service and families.

PRINCIPLE:

To ensure appropriate procedures are in place for acceptance and non-acceptance of authorisations.

POLICY:

The family day care service will ensure that family day care service staff, family day care educators, and family day care assistants are informed of the appropriate authorisation for actions in relation to administration of medications, collection of children, excursion and providing access to personal records.

PROCEDURES:

The family day care service and family day care educator will:

1. Ensure documentation relating to authorisations contains:
 - 1.1 The name of the child enrolled in the service and the date.
 - 1.2 Signature of the child’s parent / guardian, or emergency contact person who is on the enrolment form.
 - 1.3 Any other information that is relevant to the authorisation.

ACCEPTANCE AND REFUSAL OF AUTHORISATIONS Policy 12

2. Apply these authorisations to the collection of children, administration of medication, excursions and access to records.
3. Keep these authorisations with the enrolment record. (Excursion authorisations?)
4. Exercise the right of refusal if written or verbal authorisations do not comply.
5. Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The family day care service or family day care educator can administer medication without authorisation in these cases, provided it is noted on medical plans and that parents/guardians are contacted as soon as practicable after the medication has been administered.

AUTHORISATION:

	Version	Action	Date
Policy 12	v1	Endorsed	01/08/12
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		Review date	01/10/18
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Policy in this section as required by:

Education and Care Services National Law (WA) Act 2012:

Section 3(2); 3(3); 166; 167

Education and Care Services National Regulations, 2012– ‘Regulations’:

76; 84; 151; 155-156, 168, 170

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 1 – Educational program and practice

Standard/Element 1.1.1, 1.1.2, 1.1.3, 1.2.1, 1.2.3

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.1.1, 2.2.1, 2.2.3

Quality Area 4 – Staffing Arrangements

Standard/Element 4.2.2

Quality Area 5 – Relationships with children

Standard/Element 5.1.1, 5.1.2, 5.2.1, 5.2.2

Quality Area 6 – Collaborative Partnerships with Families and Communities

Standard/Element 6.1.1, 6.1.2, 6.1.3, 6.2.1, 6.2.2, 6.2.3

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.1, 7.1.2, 7.1.3, 7.2.1, 7.2.3

PURPOSE:

To empower and support children to regulate their own behaviour and develop the skills needed to interact, respond appropriately and negotiate effectively with others.

For all persons working with children to take a positive, strengths-based approach to guiding children’s behaviour and develop respectful and trusting relationships with children to support the development of each child’s identity and social and emotional competence.

To create a safe physical and emotional learning environment for children that is positive and supportive and provides developmentally appropriate experiences and resources for their wellbeing, self-esteem, sense of security and belonging.

SCOPE:

This Policy applies to family day care educators, family day care educator assistants, family day care service staff, volunteers and families.

PRINCIPLE:

To ensure appropriate procedures are in place that respect children’s rights and provide them with strategies and guidance to regulate their own behaviour. This is embedded in fundamental documents including the Early Years Learning Framework (EYLF), The Education and Care Services National Regulations and the National Quality Standard (NQS)

POLICY:

Our family day care service is committed to supporting children's rights and age appropriate behaviours with acceptance, sensitivity and respect. We endeavour to work with families to provide consistency in approach and to empower children with life skills through developing resilience and self-regulation.

If the family day care educator breaches any of the procedures set out under this policy, the family day care service is entitled to terminate the family day care educator's registration as a member of Eastern Region Family Day Care and the grievance procedures set out in this service policy manual will not apply.

PROCEDURES:

Guiding children's behaviour is an important aspect of educating and caring for children. Positive strategies need to be developed to assist children to learn appropriate ways of behaving. Corporal punishment and unreasonable discipline are not permitted at Eastern Region Family Day Care, not only because the child may be physically harmed, but also because it nearly always has detrimental effects on the child's self-esteem and feelings of security.

Family day care educators and family day care educator assistants will:

1. Establish positive relationships with children.
2. Empower children to use language and other forms of non-hurtful, non-verbal communication to communicate their emotions.
3. Promote positive, empathetic relationships between children assisting them to develop respectful relationship.
4. Encourage and assist children to make decisions for themselves and provide opportunities for independence and self-regulation.
5. Provide clear and reasonable boundaries so that children know what is expected of them and follow through to help them work within them.
6. Model appropriate behaviours.
7. Provide positive feedback and focus on children's strengths and achievements and build on their abilities.
8. Be understanding and supportive – acknowledge that it is important for children to express a normal range of feelings and emotions in some situations throughout the day.
9. Physically comfort a child when emotions are too big to handle or have them sit close for reassurance to settle.
10. Help children develop a sense of social responsibility, so that they become aware of the impact of their actions on others.

11. Support children to resolve conflict with other children and intervene sensitively if they experience difficulty resolving a disagreement.
12. Promote children's initiative and agency as this enables a child to make choices and decisions and influence events and their world.
13. Discuss guidelines and boundaries (what is safe, respectful and fair with children) and use their contributions in setting realistic boundaries and guidelines.
14. Provide age appropriate and interesting activities, experiences and equipment for children to use and become engaged in as they challenge their development.
15. Set up the environment (indoor and outdoor) for children to engage in activities and experiences in accordance with their abilities and interests.
16. Ensure there is sufficient materials and equipment.
17. Implement a regular routine to support children's positive behaviour. Consistent and informed routines help to reinforce a sense of security so children feel settled.

The family day care service and educator will ensure:

1. Information is gathered from families about their children to understand and best engage children in experiences that support them to develop and practice their social and communication skills.
2. An open and honest relationship with families which communicates children's developmental, behavioural progress and challenges. Strategies are discussed for guiding behaviour to ensure a consistent approach.
3. Situations that may trigger conflict between children, challenging emotions or behaviour are anticipated where possible.
4. Where possible, work in partnership with other professionals and support agencies to support the inclusion of children with diagnosed behavioural or communication challenges.
5. Children are given the opportunity to make choices and experience the consequences of these choices, when there is no risk of physical or emotional harm to the child or others.
6. Support and training to educators that enhances their skills and knowledge in guiding children's behaviour.
7. Families can work with local support agencies to develop a Strategic Inclusion Plan (SIP).

Conflict Resolution Strategies

1. Approach calmly, stopping any hurtful actions
 - Place self between children, on their level
 - Use calm voice and gentle touch
 - Remain neutral rather than take sides

2. Acknowledge children’s feelings
 - ‘You look really upset.’
 - Let children know you need to hold any object in question.
3. Gather information
 - ‘What’s the problem?’
4. Restate the problem
 - ‘So the problem is…’
5. Ask for ideas for solutions and choose one together
 - ‘What can we do to solve this problem?’
 - Encourage children to think of a solution
6. Be prepared to give follow-up support
 - ‘You solved the problem’
 - Stay near the children

LINKING POLICY:

Policy 1.6 Child protection

Policy 2 Interactions with children

AUTHORISATION:

Version		Action	Date
Policy 13	v1	Endorsed	01/08/12
	v2	Amended date	26/07/17
		Review date	01/10/18
	v3	Review date	31/01/23

Policy in this section as required by:

Education and Care Services National Law (WA) Act 2012:

Section 3(2); 3(3);

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 1 – Educational program and practice

Standard/Element 1.1.1, 1.1.2, 1.1.3

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.1.1,

Quality Area 4 – Staffing Arrangements

Standard/Element 4.1.1, 4.2.1, 4.2.2

Quality Area 5 – Relationships with children

Standard/Element 5.1.1, 5.1.2, 5.2.1, 5.2.2

Quality Area 6 – Collaborative Partnerships with Families and Communities

Standard/Element 6.1.1, 6.1.2, 6.1.3, 6.2.1, 6.2.2, 6.2.3

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.1, 7.1.2, 7.1.3, 7.2.1, 7.2.3

PURPOSE:

Wellbeing is about balance in all aspects in life and more likely to flourish in a supportive and inclusive environment. It encompasses the health of the whole person – physical, mental, social and emotional.

SCOPE:

This Policy applies to the whole family day care community.

PRINCIPLE:

To ensure procedures are in place to promote strategies for resilience building and self-care, and to notice and respond to children, families, educators and service staff for optimal health and wellbeing.

POLICY:

To build the family day care community’s awareness, resilience and capacity to notice and enhance individual’s mental health and wellbeing and be guided to support services if required.

To raise an understanding within the family day care community about issues that impact mental health and wellbeing, including the health benefits of self-care including nutrition, sleep, physical activity and the health risks of physical inactivity.

PROCEDURES:

1. Education, resources and training that promote wellbeing and a mentally healthy, resilient learning communities, will be made available to all parties.
2. The family day care educator and service staff will have access to a free online mental health program.
3. All parties have a responsibility to be respectful of others and a right to be respected. Role modelling behaviours that demonstrate a safe and inclusive culture and environment are expected. Any conflict should be addressed in accordance with the Grievance and Complaints Policy.
4. Clear open communication is encouraged to build relationships and partnerships.
5. The family day care educator will support, intentionally plan for and assess each family day care child's development (including social and emotional development) and discuss progress and concerns with families and service staff.

(Social and emotional learning is about developing the ability to care for others, make responsible decisions, establish positive relationships, and handle challenging situations.)

6. The family day care educator will promote each family day care child's sense of belonging, connectedness and wellbeing. Children will be supported to take increasing responsibility for their own health and physical wellbeing. An awareness of health and wellbeing guidelines for physical activity, sleep and nutrition will support educator planning.

EDUCATOR SPECIFIC PROCEDURES:

1. The family day care service recommends family day care educators take regular wellness breaks each year. (The family day care educator will provide a minimum of one week's notice to families and the family day care service of their unavailability to provide care due to a wellness break.)
2. Family day care requires an amount of physically active work and lifting, it is therefore recommended that the family day care educator is aware of and follows the information provided by the family day care service regarding manual handling and self-care.
3. Managing the balance between a family day care business and family commitments can at times impact in different ways. The family day care service will provide family day care educators with information on stress management and self-care. Family day care service staff are available for confidential discussions with an educator and can provide referral options for additional support.
4. Family day care educators will consistently follow infection control guidelines. Due to potential exposure to communicable diseases, family day care educators should discuss their immunisation needs with a medical practitioner.

5. The family day care educator may be requested to provide a medical clearance certificate to confirm their fitness for work following an illness, injury or pregnancy.

SUPPORTING DOCUMENTS:

To implement this Policy refer to:

Fact Sheet: Manual Handling

Fact Sheet: Self - Care

Fact Sheet: Managing Stress

Be You: Wellbeing

Guide to Keeping Mentally Healthy - Act, Belong, Commit

AUTHORISATION:

Version		Action	Date
Policy 14	v1	Endorsed	01/08/12
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		Review date	01/10/18
	v3	Review date	31/01/23

Policy in this section is related to:

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 4 – Staffing Arrangements

Standard/Element 4.1.2, 4.2.1

PURPOSE:

To recognise the continuous service registration of family day care educators.

SCOPE:

This Policy applies to family day care educators.

PRINCIPLE:

The approved provider acknowledges the value of a family day care educator's role in supporting quality family day care through years of continuous service and registration.

POLICY:

Ongoing continuity of care and commitment to children and families is achievable in family day care and family day care educators are recognised for ongoing service.

PROCEDURES:

1. All family day care educators are invited to an end of year celebration event.
2. Recognition of length of service is acknowledged by certificates at each 5 year period.

AUTHORISATION:

Version	Action	Date
Policy 15 v1	Endorsed	01/08/12
v2	Amended date	26/07/17
	Review date	01/10/18
v3	Review date	31/01/23

Education and Care Services National Law (WA) Act 2012:

Section 3(2); 168

Education and Care Services National Regulations, 2012– ‘Regulations’:

73, 74, 75, 76, 155, 156

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 1 – Educational program and Practice

Standard/Element 1.1.1, 1.1.2, 1.1.3, 1.2.1, 1.2.2, 1.2.3

Quality Area 3 – Physical Environment

Standard/Element 3.2.1, 3.2.2, 3.2.3

Quality Area 4 – Staffing Arrangements

Standard/Element 4.1.1, 4.1.2, 4.2.1, 4.2.2

Quality Area 5 – Relationships with children

Standard/Element 5.1.1, 5.1.2, 5.2.1, 5.2.2

Quality Area 6 – Collaborative Partnerships with Families and Communities

Standard/Element 6.1.1, 6.1.2, 6.1.3, 6.2.1, 6.2.2, 6.2.3

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.1, 7.1.2, 7.1.3, 7.2.2, 7.2.3

PURPOSE:

To support children to be curious and enthusiastic participants in their own learning, play, and wellbeing, the learning environment and experiences provided will be planned with a focus on children’s learning outcomes and respectfully value and reflect children’s thinking, ideas and interests.

SCOPE:

This Policy applies to family day care educators; family day care educator assistants; family day care service staff members, parents and children.

PRINCIPLES:

The Early Years Learning Framework (Belonging, Being & Becoming) and Framework for School Aged Care (My Time Our Place) underpins the educational program and practice at the service. The Principles and Learning Outcomes inform educators approach to children’s learning, including intentional teaching, decision making and an ongoing cycle of planning for each child.

POLICY:

The service is committed to social inclusion to support the inclusion of every child and their family within our service. Our educational programs and practices value and respect Aboriginal and Torres Strait Islander cultures, identities and connection to community and country. We recognise the important role families have in children’s childhoods and in supporting a child to identify with and make meaning of themselves and their world.

PROCEDURES:

The Coordinator and Educational Leader will work collaboratively with educators to lead the development and implementation of the educational program and assessment and planning cycle.

Family day care educators' professional practice (pedagogy), curriculum decision making, teaching and learning is underpinned by the Principles and Practices of the Early Years Learning Framework (EYLF) and Framework for School Aged Care (My Time Our Place).

Family day care educators will establish respectful and caring relationships with children and families to work together to construct a curriculum and learning experiences relevant to children in their local context to expand their knowledge and understanding of the world.

The family day care educator will gather evidence from each child's family about the child. This information will be used in conjunction with a range of other information gathered by the educator to support a child to settle into care and for ongoing planning.

Family day care educators will utilise their professional judgement to facilitate children's learning. In making professional judgements educators will:

- Apply their professional knowledge, skills and experience
- Apply their knowledge of children, families and the community
- Have an awareness of how their beliefs and values impact on children's learning
- Apply their personal styles and past experiences
- Draw on their creativity, intuition and imagination
- Adjust their practice to suit the time, place and context of learning
- Draw and reflect upon a range of perspectives in their work

Family day care educators will support children's participation and promote children's agency. Educators will recognise and respect children's views, opinions and their right to make decisions.

The program will be driven by ongoing evaluation and critical reflection across all elements of the program and practice.

The program will embed component elements of the National Quality Standard to facilitate a holistic, high quality approach to children's learning and development.

Each child will have their learning and development documented and assessed as part of an ongoing cycle of planning using a variety of observation formats.

Group learning will be captured using a variety of observational formats and will be analysed against the learning outcomes.

The context for learning/program will be displayed in an accessible location and will clearly outline the learning experiences.

Family day care educators will initiate and facilitate regular on-going communication with parents regarding their child's participation in the program. Documented information will be available for families at all times and opportunities for discussions with educators will be facilitated using a variety of methods (telephone, email, face to face meetings) to meet the needs of families.

Family day care educators will source professional development opportunities to continue to develop their knowledge, skills and capacity in relation to the program and practice.

Television and multimedia

Current national and international guidelines recommend that children under 2 years do not have screen time other than video-chatting.

1. Television, computers and electronic games are to be used for limited amounts of time and not interfere with sleep.
2. Family day care educators will supervise and interact with the children during these sessions.
3. It is recommended that television, computers and electronic games should only be used to support learning.
4. All viewing needs to be rated for general exhibition (G) and age appropriate. Reliable information as to suitability for different age levels can be found at childrenandmedia.org.au
5. Alternative activities are to be available for children who do not wish to participate in viewing.
6. The internet should only be used under close supervision by the family day care educator and the installation of an internet filtering software that blocks potentially harmful material from websites is recommended.

Sources:

- Australian Council on Children and the Media childrenandmedia.org.au
- Government of Western Australia, Child Protection and Family Support

AUTHORISATION:

Version	Action	Date
Policy 16	Endorsed	31/01/23

The Policy in this section as required by:

Education and Care Services National Law (WA) Act 2012:

Section 3(2); 3(3);

Education and Care Services National Regulations, 2012– ‘Regulations’:

119-120; 124; 127; 136; 143, 153-154, 168-170

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 4 – Staffing Arrangements

Standard/Element 4.1.1, 4.1.2, 4.2.1, 4.2.2

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

PURPOSE:

To engage and register family day care educators who meet the Service Registration and Membership Process.

SCOPE:

This Policy applies to the family day care approved provider and family day care educators.

PRINCIPLES:

To act in an equitable and transparent manner when enacting the family day care service registration and membership process.

POLICY:

Family day care educators will meet the family day care service registration and membership process in order to provide education and care for children and families.

Minimum criteria for acceptance of application:

1. Minimum 18 years of age [R.119]
2. Possess or be actively working towards an approved Certificate III level education and care qualification [R.127]
3. Holds a current approved first aid and CPR qualification specific to an education and care setting [R.136]
4. Meets the ‘fit and proper’ requirements [R.163; 169]
5. Agrees to comply with Eastern Region Family Day Care Service Philosophy, Code of Conduct and Membership Deed.

6. No swimming pool or spa on the premises.

SPECIFIC PROCEDURES:

The family day care service will undertake the following steps when registering family day care educators:

1. Upon initial contact with the applicant:
 - 1.1 Gather the following information:
 - 1.1.1 Personal details – name, address, date of birth (DOB); contact details
 - 1.1.2 Qualifications (international qualifications assessment by ACECQA) and previous experience working with children
Details of family household members living in the residence and number including the number and age of the children.
 - 1.2 Provide the following information:
 - 1.2.1 Overview of family day care
 - 1.2.2 Numbers of children the applicant could provide care for
 - 1.2.3 Possible income earning potential
 - 1.2.4 What the family day care service offers educators to assist with their business operation
 - 1.2.5 Overview of information the family day care service will forward to the applicant, including home assessment documentation
 - 1.2.6 Information about meeting local government requirements and
 - 1.2.7 If the applicant is renting their proposed family day care residence then notify them of the requirement to gain home owner permission in order to proceed.
 - 1.3 Send Introductory Information to the applicant which includes:
 - 1.3.1 An introductory letter including an introduction to the family day care service (*New Educator Handbook*) and an invitation to contact the family day care service if they wish to proceed with the application
 - 1.3.2 Overview of family day care
 - 1.3.3 Application process which includes the approach to be undertaken to meet the service policies and procedures, *Fit and Proper Assessment of Family Day Care Educators, Family Day Care Educator Assistants and Adults residing at the Family Day Care Residence*. This assessment must be undertaken prior to progressing the application
 - 1.3.4 Criteria for service registration including all qualification requirements and when these need to be achieved
 - 1.3.5 Information about how to access the family day care service policies and procedures, National Quality Framework and the ACECQA site and
 - 1.3.6 *FDC Service Registration and Membership Application form* (noting fees may apply) to be returned to proceed with the application.
2. On receipt of the FDC Service Registration and Membership Application, the family day care service will arrange for an interview either face to face at the applicant's residence that meets the family day care service's requirements or the service's office.
 - 2.1. The following information will be covered in one or more interviews and will be documented:
 - 2.1.1. Elaborate on information provided at initial contact - their understanding of education and care of children in a learning environment
 - Possible income
 - Business, financial and taxation responsibilities

- Establishment costs including but not limited to the following (Refer to supporting documentation):
 - National Police Clearance (educator and other adults 18 years and over)
 - Working With Children Check (educator and other adults 18 years and over)
 - Overseas qualification assessment costs
 - Certificate III in Early Education and Care, First Aid, CPR and other training requirements
 - Local Government fees
 - Medical Clearance (if requested)
 - Vehicle registration
 - Small business set up costs
 - Public Liability Insurance
 - Other Insurance cover (if required)
 - Child Car Restraints
 - Toys, equipment, resources and publications (Refer to supporting documentation)
 - Modifications to premises to meet Service requirements
 - Family day care service registration and membership fees
- 2.2. Regulation requirements including home and safety requirements, home safety audit checklist ; self-assessment / audit by service staff (Refer to Residence/Approved Venue Assessment form)
- 2.3. Training and orientation requirements
- 2.4. The impact, responsibilities and ensuring a protective environment for the children is maintained by the family day care educator's family and household members
- 2.5. Requirements for operating a family day care business - written records, observations
- 2.6. Requirement to complete a recognised and accredited food safe course
- 2.7. Experienced educator / mentor information.
- 3. Applicant to submit the *FDC Service Registration and Membership Application* for the family day care service to determine if the applicant meets the 'fit and proper criteria' (Refer to Policy 22: *Fit and proper assessment of family day care educators, family day care educator assistants and adults residing at the family day care residence*).
- 4. The family day service will review the information from the 'fit and proper' assessment to determine whether the application from the applicant meets the family day care requirements and can proceed.
 - 4.1. If the applicant meets the family day care service's requirements then the applicant will be directed to attend a family day care educator's service where an observation and assessment form will be completed by the family day care service.
 - 4.2. If the applicant does not meet the family day care service requirements, a letter will be sent to the applicant informing them that they do not currently meet the family day care service's requirements.
- 5. Family day care service policy manual is provided to the applicant.
- 6. Final educator registration check is undertaken by the family day care service, service registration documentation is completed and home environment is checked to ensure it meets the family day care service requirements.

7. The family day care service accepts the applicant’s membership, conditional on family day care service requirements for setup being met, orientation undertaken and criminal history declaration provided.
8. The family day care service will provide orientation training to the new educator including but not limited to:
 - 8.1. Policies and Procedures
 - 8.2. ECA Code of Ethics and service code of conduct
 - 8.3. Regulatory obligations and governance
 - 8.4. Risk assessment
 - 8.5. Occupational, health and safety
 - 8.6. Health, safety and nutrition
 - 8.7. Interactions with children
 - 8.8. Child development and behaviour guidance
 - 8.9. Communication and relationship with families
 - 8.10. Planning and documenting learning environments and experiences; children’s progress
 - 8.11. Administration compliance
9. The Applicant Skills and Competency Assessment is undertaken to determine the applicant’s knowledge of the Regulations and National Quality Standard
10. A deed of membership will be approved by the CEO for the Shire of Mundaring.
11. Initial support contact as per the service’s process for new educators is implemented.

SUPPORTING DOCUMENTS:

To implement this Policy refer to the following documents:

Equipment and Toy List

FDC Set Up Costs

Residence and or Venue Assessment form

FDC Service Registration & Membership Application form

Fit & Proper Assessment – Educator

Fact Sheet - FDC Educator Assistant

Applicant Skills and Competency Assessment

AUTHORISATION:

Version	Action	Date
Policy OP 1 v1	Endorsed	01/08/12
v2	Amended date	26/07/17
	Review date	01/10/18
	Amended date	21/12/20
v3	Review date	31/01/23

The Policy in this section is required by:

Education and Care Services National Law (WA) Act 2012:

Section 3(2); 3(3);

Education and Care Services National Regulations, 2012– ‘Regulations’:

119-120; 124; 127; 136; 143, 153-154, 168-170

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 4 – Staffing Arrangements

Standard/Element 4.1.1, 4.1.2, 4.2.1, 4.2.2

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

PURPOSE:

To engage and register family day care educator assistants who meet the service registration process.

SCOPE:

This Policy applies to the family day care approved provider and family day care educator assistants.

PRINCIPLES:

To act in an equitable and transparent manner when enacting the family day care service Registration and Membership Process.

Application of the policy and procedures:

POLICY:

Family day care assistants will meet the family day care service registration and membership process to provide early education and care for children and families.

GENERAL PROCEDURE:

1. In the absence of the family day care educator the family day care assistant may assist the family day care educator:
 - 1.1 In transporting children between a family residence or approved family day care venue and
 - 1.1.1 A school
 - 1.1.2 Another education and child care service or children’s care service
 - 1.1.3 The child’s home
 - 1.2 In emergency situations, including when the educator requires urgent medical care or treatment
 - 1.3 When the educator needs to attend an appointment (other than a regular appointment) if –
 - 1.3.1 The absence is for less than 4 hours
 - 1.3.2 The approved provider of the family day care service has approved that absence

1.3.3 Notice of that absence has been given to the parents of the child

1.4 In providing assistance to the family day care educator while the educator is educating and caring for children as part of a family day care service (no additional children can be cared for when the assistant works with the educator).

2. The approved provider will not approve the use of the assistant unless the family day care educator provides the written consent of a parent to use the assistant in the circumstances as set out in 1 above for each child being educated and cared for.

SPECIFIC PROCEDURE:

The family day care service will undertake the following steps (the sequence can be amended to meet contextual requirements) when engaging and registering family day care assistants:

1. Upon initial contact with the applicant:
 - 1.1 Gather the following information:
 - 1.1.1 Personal details – name, address, DOB, contact details
 - 1.1.2 Qualifications (international qualifications assessment by ACECQA) and previous experience working with children.
 - 1.2 Provide the following information:
 - 1.2.1 Overview of family day care
 - 1.2.2 Numbers of children in the family day care residence, in particular the assistant's own children
 - 1.2.3 Possible income earning potential – the family day care educator to advise the assistant of the payment rate
 - 1.2.4 Family day care service support and resource for educators and assistants.
 - 1.3 Send introductory information to the applicant that includes:
 - 1.3.1 Introductory letter including an introduction to the family day care service (New Educator Handbook) and an invitation to contact the family day care service if they wish to proceed with the application
 - 1.3.2 Overview of family day care
 - 1.3.3 Application process which includes the approach to be undertaken to meet the Policy and Procedures, *Fit and Proper Assessment - FDC Assistant*. This assessment must be undertaken prior to progressing the application.
 - 1.3.4 Criteria for Service Registration
 - 1.3.5 Information about how to access the family day care service policies
 - 1.3.6 *FDC Service Registration and Membership Application form* (noting fees may apply) to be returned to proceed with the application
 - 1.3.7 Information on how a family day care assistant can operate.
2. On receipt of the *Service Registration and Membership Application form* the family day care service will:
 - 2.1 Arrange for an interview either face to face at the family day care educator or applicant's residence that meets the family day care service's requirements.
 - 2.2 The following information will be covered in one or more interviews and will be documented:
 - 2.2.1 Elaborate on information provided at initial contact their understanding of education and care of young children in a learning environment
 - 2.2.2 Establishment costs including but not limited to the following (Refer to supporting documentation):
 - National Police Clearance

- Working With Children Check
 - First Aid, CPR and other training
 - Vehicle registration if using a vehicle other than the family day care educator’s vehicle
 - Child Car Restraints
 - Family day care service registration and membership fees (if applicable)
- 2.2.3 Regulation requirements
- 2.2.4 Training and orientation requirements
- 2.2.5 Operational requirements within a family day care service - written records, observations
- 2.2.6 Experienced educator/mentor information
- 2.2.7 Requirement to complete a recognised and accredited food safe course.
3. Applicant to submit the *FDC Service Registration and Membership Application* form for the family day care service to determine if the applicant meets the ‘fit and proper criteria’ (Refer to Policy 22: Fit and proper assessment of family day care educators, assistants and adults residing at the family day care residence).
4. The family day service will review the information from the ‘fit and proper’ assessment to determine whether the application from the applicant meets the family day care requirements and will proceed.
- 4.1 If the applicant does not meet the family day care service requirements, a letter will be sent to the applicant informing them that they do not currently meet the family day care service requirements.
5. The family day care educator assistant will be given access to the Eastern Region Family Day Care Service policies and procedures manual.
6. The family day care service accepts the applicant’s membership, conditional on family day care service requirements being met, orientation undertaken and criminal history declaration provided and evidence that the applicant is covered by the family day care educator’s liability insurance policy.
7. Orientation training is provided to the new family day care educator assistant.

SUPPORTING DOCUMENTS:

To implement this Policy refer to the following documents:

FDC Applicant Handbook

FDC Service Registration and Membership Application form

Fit & Proper Assessment – FDC Educator Assistant

FDC Educator Assistant fact sheet

AUTHORISATION:

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Education and Care Services National Law (WA) Act 2012:

Section 3(2); 3(3)

Education and Care Services National Regulations, 2012– ‘Regulations’:

119-120; 136; 143, 153-154, 168-170

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 4 – Staffing Arrangements

Standard/Element 4.2.1, 4.2.2

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

PURPOSE:

To ensure the safety, wellbeing and education of children.

SCOPE:

Family day care educators, family day care educator assistants, and adults residing at the family day care premises.

PRINCIPLE:

To ensure the ongoing wellbeing, safety, education and care of children within family day care is maintained through an ongoing assessment process that determines if a person is fit and proper to be in the company of children.

POLICY:

Best endeavours will be undertaken to ensure family day care educators, educator assistants and adults residing at the family day care residence are fit and proper persons to be in the company of children.

GENERAL PROCEDURE:

The family day care service will have in place:

An assessment process, that meets all legislative requirements, to determine if a family day care educator, educator assistant and/or adult is a fit and proper person to be in the company of children.

SPECIFIC PROCEDURES:

To undertake a fit and proper assessment:

Applicants will provide the following documentation to the family day care service to assist in the assessment of ‘fit and proper to be in the company of children’.

The service will use the information obtained from this documentation and other relevant contacts to assess the applicant's fit and proper status for service registration.

Family day care educator

The family day care educator must:

1. Be over 18 years of age
2. Possess or obtain a National Police Clearance, that is not older than 6 months at time of application
3. Obtain a statement, from their original jurisdiction or make a declaration regarding any overseas criminal history, if the applicant has lived and worked overseas at any time within the last 3 years
4. Obtain a Working with Children Check
5. Will complete a medical declaration. The FDC service and/or approved provider may request the applicant to provide a medical clearance should any issues arise from the medical declaration that may be considered to affect the work of the family day educator in providing education and care to a child/ren
6. Hold a current recognised First Aid and CPR qualification relevant to an education and care setting
7. Possess a current Driver's Licence if applicable
8. Provide a declaration of financial capacity to demonstrate they have the resources to operate their business
9. Provide two Referees – who agree to be contacted as referees
[Note: *A referee must be a person to whom the applicant is known and who preferably has observed the applicant caring for and educating children. The referees may be a previous employer of the applicant or has worked with them in a paid or unpaid capacity.*]

A person is not eligible to provide a reference for an applicant if the person is:
 - *an employee of the applicant including family day care educator assistants*
 - *related or related by marriage, including de-facto/spouse or*
 - *the applicant.*
10. Provide a resume stating relevant qualifications and experience
[Note: *this includes information that identifies any role the applicant has held in an education and care service or a children's service in the previous 3 years including the name and location of the service.*]
11. Disclose any formal disciplinary proceedings against the applicant

[Note: this information identifies any formal disciplinary proceeding against the applicant under an Education and Care and/or Children's Services law of a participating jurisdiction and the outcome, if known by the individual.]

12. Hold a recognised and accredited food safe certificate.

Family day care educator assistant

The family day care educator assistant must:

1. Be over 18 years of age
2. Possess or obtain a National Police Clearance that is not older than 6 months at time of application
3. Obtain a statement from their original jurisdiction or make a statutory declaration regarding any overseas criminal history if the applicant has lived and worked overseas at any time within the last 3 years
4. Obtain a Working with Children Check
5. Will complete a medical declaration. The FDC service and/or approved provider may request the applicant to provide a medical clearance should any issues arise from the medical declaration that has the potential to affect the work of the family day educator in providing education and care to a child/ren
6. Hold a current recognised First Aid and CPR qualification relevant to an education and care setting
7. Possess a current Driver's Licence if applicable
8. Provide two Referees – if required
9. Provide relevant qualifications and experience;
[Note: this includes information that identifies any role the applicant has held in an education and care service or a children's service in the previous 3 years including the name and location of the service.]
10. Disclose any formal disciplinary proceedings against the applicant;
[Note: this information identifies any formal disciplinary proceeding against the applicant under an Education and Care and/or Children's Services law of a participating jurisdiction and the outcome, if known by the individual.]
11. Hold a recognised and accredited food safe certificate.

Adults residing at the family day care residences

An adult over 18 years of age and residing at a family day care residence must:

1. Possess or obtain a National Police Clearance that is not older than 6 months at time of application or possess a current teacher registration
2. Obtain a Working with Children Check, if planning to assist in any capacity with children in care, as a volunteer.
3. Prior to expiry of a National Police Clearance adults residing at the residence may opt to renew the police clearance or a Working with Children Check.

Family day care educator responsibilities

The family day care educator will:

1. Notify the service of any children residing or intending to reside in the family day care residence who are turning 18 years of age within 30 days prior to them turning 18.
2. Ensure any children residing or intending to reside in the family day care residence who are turning 18 years of age, provide the family day care service provider with a Working with Children Check (or proof of application) or a National Police Clearance no older than 6 months.
3. Notify the family day care service in writing within 24 hours of any change of circumstances to residents or persons intending to reside who are over 18 years of age who have previously been assessed as fit and proper to be in the company of children.
4. Notify the family day care service in writing of any person aged over 18 years of age intending to reside in the family day care residence on a temporary basis including a statement outlining the person's contact with children during the times the service is in operation.
5. If requested by the family day care service, provide a risk assessment to ensure the safety and wellbeing of children attending the service. The risk assessment must include the names and period of the temporary residency.
6. Where a risk assessment for a visitor is prepared, the family day care educator must provide a copy to all enrolled families and obtain written acknowledgement.

Family day care service responsibilities

Inform family day care educators of their responsibility to meet these requirements.

**FIT AND PROPER ASSESSMENT OF FAMILY DAY CARE
EDUCATORS, EDUCATOR ASSISTANTS AND ADULTS
RESIDING AT FAMILY DAY CARE RESIDENCE**

Policy 19

SUPPORTING DOCUMENTS:

To implement this Policy refer to:

Risk Assessment form

Fit & Proper Assessment – Educator, Educator Assistant

Permission to use FDC Educator Assistant

AUTHORISATION:

Version	Action	Date
Policy OP 3 v1	Endorsed	01/08/12
v2	Amended date	26/07/17
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Policy in this section as required by:

Education and Care Services National Law (WA) Act 2012:

170

Education and Care Services National Regulations, 2012– ‘Regulations’:

165; 167; 168-170

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

PURPOSE:

To record all visitors to family day care residences and venues whilst children are being educated and cared for at the residence or venue.

SCOPE:

This Policy applies to the family day care approved provider; family day care educators; and family day care educator assistants

PRINCIPLE:

To record all visitors to family day care residences and venues.

DEFINITION:

For the purposes of this policy and attached procedures, a visitor will require a police clearance after 30 continuous days of residing in the registered family day care residence/venue (Refer to Policy: *Fit and proper assessment of family day care educators, family day care educator assistants and adults residing at family day care residences*).

POLICY:

A record is kept of all visitors to family day care residence and venues whilst education and care is being provided to children.

GENERAL PROCEDURES:

1. The family day care service will inform the family day care educator of the procedures for the keeping of records of visitors to family day care residences and venues.
2. The family day care educator will maintain a visitor’s record to comply with the family day care service procedure.
3. The family day care educator must notify the family day care service of visitors planning to stay for a period of time in the family day care residence by completing the *Change of Circumstances*

– *Educator* form, listing names of visitors and the time frame of their stay. The family day care educator will:

- 3.1 For visitors residing for less than 30 continuous days, complete a Risk Assessment – FDC residence.
- 3.2 A copy must be provided to each enrolled family for written acknowledgement.
- 3.3 For each adult visitor residing over 30 continuous days, a National Police Clearance is required by the family day care service.
- 3.4 An overseas visitor ineligible to apply for an Australian National Police Clearance, is required to provide the family day care service with a copy of their passport and entry visa.

SPECIFIC PROCEDURES:

1. Family day care educators will ensure a record is kept which notes all visitors to a family day care residence or venue during the service's hours of operation. This record must include the following information:
 - 1.1 Date
 - 1.2 Name and address, company details (if applicable)
 - 1.3 Contact phone number
 - 1.4 Time in/out
 - 1.5 Signature
2. The approved service provider must take all reasonable steps to ensure that the record of all visitors to the family day care residence or venue is kept by the educator.
3. A visitor must not be left alone with a child who is in the care of the family day care educator.
4. The approved service provider must take all reasonable steps to ensure that visitors to the family day care residence or venue are not left alone with enrolled children.
5. Written records are to be kept for 3 years after the record was made.

SUPPORTING DOCUMENTS:

To implement this Policy refer to:

Record of Visitors

Change of Circumstance – educator

AUTHORISATION:

Version	Action	Date
Policy 20 v1	Endorsed	01/08/12
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Education and Care Services National Law (WA) Act 2012:

Section 3(2); 3(3);

Education and Care Services National Regulations, 2012– ‘Regulations’:

103-110; 116-117; 168-170; 373B

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 2 – Children’s Health and Safety

Standard/Element 2.2.1, 2.2.2, 2.2.3

Quality Area 3 – Physical Environment

Standard/Element 3.1.1, 3.1.2

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

PURPOSE:

To ensure the safety, wellbeing and education of children.

SCOPE:

Family day care service and family day care educator’s residences and venues.

PRINCIPLE:

Best endeavours are used through an ongoing assessment processes to ensure family day care residences and venues provide for the wellbeing, safety, education and care of children at those residences and venues.

POLICY:

The family day care service will undertake an assessment of the family day care residence and or venue to ensure the health, safety and wellbeing of children is protected.

GENERAL PROCEDURE:

The family day care service will have in place:

1. An assessment procedure to be used when assessing each family day care residence and or approved family day care venue.
2. A re-assessment procedure to be used when re-assessing each family day care residence and or approved family day care venue.
3. A risk assessment procedure for family day care educators to use to assess and manage risk whilst providing education and care for children (Refer to Risk Assessment form).

SPECIFIC PROCEDURES:

Assessment prior to registration with the family day care service:

All family day care residence and venues will be assessed prior to registration with the service.

1. The family day care applicant will be provided with a copy of the *Residence or Approved Venue Assessment* for self-assessment.
2. A family day care service staff member will attend the venue or residence to assess the environment against the requirements stated on the assessment form. In extraordinary circumstances this may be completed as a virtual inspection.
3. The family day care staff member will provide the educator with a list of any identified outstanding actions. Evidence of the completion of the outstanding actions will be obtained by the family day care service.
4. On completion, the *Residence or Approved Venue Assessment* will be included with all other documents pertaining to the application and submitted for final approval to the nominated supervisor and where applicable the approved provider.

Annual re-assessment of the approved family day care residences or venues:

1. Re-assessment will be conducted annually or additionally as required.
2. The family day care educator will be provided with a copy of the *Residence or Approved Venue Assessment* for self-assessment.
3. A family day care service staff member will attend the venue or residence to assess the environment against the requirements stated on the *Residence or Approved Venue Assessment*.
4. A copy will be kept on the family day care educator's file. In extraordinary circumstances this may be completed as a virtual inspection.
5. The family day care staff member will provide the educator with a list of any identified outstanding actions to be rectified. Actions deemed to be a major hazard, risk or harm to children in care, require immediate attention by removal from the area or children's access to the hazard.
6. Evidence of completion of outstanding actions will be obtained by the family day care service within the timeframe provided.
7. If the family day care educator has not completed the action items within the required timeframe then:
 - 7.1 An action plan will be developed
 - 7.2 The grievance procedure may be enacted
 - 7.3 Cancellation of family day care membership may occur.

ASSESSMENT, APPROVAL AND REASSESSMENT OF APPROVED FAMILY DAY CARE RESIDENCES AND FAMILY DAY CARE VENUES

Policy 21

Monthly inspection visits of approved family day care residences with swimming pool or outdoor spa:

1. From September 2022, monthly visits will be carried out to ensure residences with water hazards (swimming pool or spa) will be inspected by a qualified family day care co-ordinator.

SUPPORTING DOCUMENTS:

To implement this Policy refer to:

Risk Assessment – fdc premises form

Residence or Approved Venue Assessment

Continuous Improvement Plan

AUTHORISATION:

Version	Action	Date
Policy 21 v1	Endorsed	01/08/12
v2	Amended date	26/07/17
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The policy in this section as required by:

Education and Care Services National Law (WA) Act 2012:

Section 3(2); 163-164; 168

Education and Care Services National Regulations, 2012– ‘Regulations’:

73-76; 127-128; 144; 153-155; 157; 168-170

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 1 – Educational program and Practice

Standard/Element 1.1.1, 1.1.2, 1.1.3, 1.2.1, 1.2.2, 1.2.3

Quality Area 3 – Physical Environment

Standard/Element 3.1.1, 3.1.2, 3.2.1, 3.2.2, 3.2.3

Quality Area 4 – Staffing Arrangements

Standard/Element 4.1.1, 4.1.2, 4.2.1, 4.2.2

Quality Area 5 – Relationships with children

Standard/Element 5.1.1, 5.1.2, 5.2.1, 5.2.2

Quality Area 6 – Collaborative Partnerships with Families and Communities

Standard/Element 6.1.1, 6.1.2, 6.1.3, 6.2.1, 6.2.2, 6.2.3

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.1, 7.1.2, 7.1.3, 7.2.2, 7.2.3

PURPOSE:

To maintain quality of education and care and to continually improve the practices within the family day care service, whilst meeting relevant legal requirements.

SCOPE:

This Policy applies to family day care educators and family day care educator assistants.

PRINCIPLE:

To implement fair and transparent processes in supporting, monitoring and supervising family day care educators and family day care educator assistants, using best endeavours to ensure the continuing improvement of the service.

POLICY:

The family day care service will support, monitor and supervise family day care educators and family day care educator assistants in complying with the National Laws, National Regulations, National Quality Standards and service policies and procedures to promote continuous improvement of their service.

GENERAL PROCEDURE:

The family day care service will:

1. Monitor, supervise and support family day care educators and family day care educator assistants through a schedule of visits (announced, unannounced, random, targeted campaign, and planned reviews) to ensure ongoing compliance.
2. Provide guidance, information, support and reflection to assist registered family day care educators and family day care educator assistants to understand their responsibilities and to comply with the National Law, National Regulations, National Quality Standard and service policies.
3. Be available to provide support, advice and assistance to all family day care educators and family day care educator assistants at all times education and care is being provided.

SPECIFIC PROCEDURES:

The following documentation will be used:

1. Family Day Care Visit Report (Appendix 19)
2. Residence or Approved Venue Assessment (Appendix 17)
3. FDC Service Registration and Membership Application and family day care Educator/Educator Assistant Register
4. Service Membership Agreement, Code of Conduct and accompanying documents
5. Risk Assessment form (Appendix 6)
6. Family day care educator continuous improvement plan (Appendix 20)

Program

1. The family day care service will ensure the family day care educator and family day care educator assistant have a current educational program displayed at the service in a place that is easily accessible to parents and available for inspection on request.
2. The family day care service will support educators to develop an educational program and monitor the program to ensure it meets the following criteria:
 - 2.1 Delivered in accordance with and based on an approved learning framework
 - 2.2 Based on the developmental needs, interests and experiences of each child
 - 2.3 Takes into account the individuality of every child and their family
 - 2.4 Incorporates opportunities to enhance children's learning during every day routines
3. The family day care service will support family day care educators to develop an educational program and monitor that the program to ensure it contributes to the following outcomes:
 - 3.1. Children have a strong sense of identity
 - 3.2. Children are connected with and contribute to his or her world
 - 3.3. Children have a strong sense of wellbeing

- 3.4. Children are confident and involved learners and
- 3.5. Children are effective communicators.

- 5.1. The content and operation of the educational program as it relates to that child
- 5.2. Information about that child's participation in the program
- 5.3. A copy of assessments or evaluations in relation to that child.

- 6. If a family day care educator ceases registration with the service, all documentation and assessments of child's development will be delivered to the family day care service.
- 7. The service will supervise, monitor and support the family day care educators and family day care educator assistant interactions and practices to ensure they are positive, ethical, and respectful and risks to children are minimised.

Qualifications

- 1. The family day care service will sight, record and retain copies of family day care educator and family day care educator assistant relevant qualifications.
- 2. The family day care service will record and identify all other training completed by family day care educators and family day care educator assistants (Refer to Appendix 18 *Registers*).
- 3. The family day care service will monitor and support family day care educators, to have or be actively working towards, at least an approved Certificate III Level Education and Care qualifications.

Continuous improvement

- 1. The family day care service will support:
 - 1.1 Family day care educators/family day care educator assistants to recognise their particular strengths, abilities and interests
 - 1.2 Family day care educators with opportunities to work collaboratively with the family day care service and families to further develop their skills and improve practice and relationships
 - 1.3 Collaborative opportunities for family day care educators to discuss and reflect on individual children and families
 - 1.4 Family day care educators in an ongoing cycle of assessment through which current practices are examined and reviewed and new ideas generated.
- 2. The family day care service will record this information on individual family day care educator's continuous improvement plans.

Physical environment

The family day care service will:

1. Monitor the family day care residence to ensure that the residence or venue and all equipment and furniture used for the education and care of children are clean, safe and in good repair
2. Support the family day care educator/family day care educator assistant to develop risk assessment plans for the physical environment
3. Monitor any modifications and or intention to modify the environment to ensure compliance with the *Residence and or Venue Assessment* form. The family day care educator will notify the family day care service and relevant authorities in writing prior to commencement of modifications
4. Support and monitor family day care educators/family day care educator assistants in providing a physical environment that is safe, suitable and creates a rich and diverse range of experiences, that promotes children's learning and development.

Records

1. Family day care educators and family day care educator assistants will be monitored and supported to understand the requirement for all records to be maintained in accordance with legislative requirements, and are stored appropriately to ensure confidentiality.
2. The family day care service will monitor and support practices to ensure that all family and children's information is communicated in a professional and confidential manner whether the information is written, discussed, electronically transmitted or by any other means.
3. The family day care service will provide family day care educators/family day care assistants with the policies and processes necessary for the effective administration and management of their education and care service including compliance with legal requirements as required under R.169.

Visits to family day care residences and venues

1. The family day care service will:
 - 1.1. Conduct regular planned and unplanned support visits to family day care educators/family day care educator assistants and ensure a written record is kept of these visits.
 - 1.2. Discuss and record progress towards continuous improvement plans during visits to family day care educators and family day care educator assistants.
 - 1.3. Support educators to manage the care of their own family members without compromising the care and education of enrolled children.
 - 1.4. Work with family day care educators/family day care educator assistants to determine their professional development needs and they ways in which they can be met.
2. The family day care educator will:
 - 2.1. Notify the family day care service when children are attending on an occasional basis out of core hours.
 - 2.2. Notify the family day care service of times (hours/days) of closure.

2.3. Inform the family day care service when a family day care assistant will be providing education and care to an enrolled child.

SUPPORTING DOCUMENTS:

To implement this Policy refer to:

Service Membership Agreement

Risk Assessment form

Family Day Care Educator Visit Report

FDC Service Registration and Membership Application

Residence or Approved Venue Assessment

Register for Family Day Care Educator/Educator Assistant

Continuous Improvement Plan

Code of Conduct and accompanying documents

AUTHORISATION:

Version	Action	Date
Policy 22 v1	Endorsed	01/08/12
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Education and Care Services National Law (WA) Act 2012:

269

Education and Care Services National Regulations, 2012– ‘Regulations’:

145-49; 153-154; 168-170; 373

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

PURPOSE:

To have a register of information on family day care service staff, family day care educators, family day care educator assistants, volunteers and students involved in the education and care of children.

SCOPE:

This policy applies to family day care service staff, family day care educators, family day care educator assistants, volunteers and students.

PRINCIPLE:

To have a process in the place to accurately and securely record information on family day care service staff, family day care educators, family day care educator assistants, volunteers and students in accordance with legislative requirements.

POLICY:

A register containing information of family day care service staff, educators, educator assistants, volunteers and students will be maintained by the family day care service in compliance with legislative requirements.

GENERAL PROCEDURE:

The family day care service will maintain a register containing information on:

1. Family day care service co-ordinators, family day care educators and family day care educator assistants, as required under R.153 of the National Regulations.
2. Family day care service staff (other than family day care educators, family day care co-ordinators or family day care educator assistants) engaged or employed by the service and of family day care educator assistants, as required under R.154 of the National Regulations.
3. Volunteers and students as required under R.149 of the National Regulations.

SPECIFIC PROCEDURES:

1. The family day care service must keep and maintain at its principle office a register of each family day care educator and family day care educator assistant and any other person engaged by or registered with the family day care service to educate and care for a child.
2. The family day care educator register must contain the prescribed information in respect of each family day care educator and family day care educator assistant engaged by or registered with the family day care service.

This information must include:

- 2.1. The full name, address and date of birth
- 2.2. The contact details of the educator/educator assistant
- 2.3. The address of the residence or approved family day care venue, including a statement as to whether it is a residence or a venue
- 2.4. The date that the educator/educator assistant was registered with the service
- 2.5. Where applicable, the date that the educator/educator assistant ceased to be registered with the service, for the period of 3 years following that date
- 2.6. The days and hours when the educator will usually be providing care and education to children as part of the service
- 2.7. If the staff member or educator is an approved provider, the number of the provider approval and the date that the approval was granted (if appropriate)
- 2.8. Evidence of qualifications or that the educator is working towards that qualification
- 2.9. Evidence of first aid, anaphylaxis management, responding to allegations of child abuse, and emergency asthma management training
- 2.10. Evidence of any other training completed by the educator
- 2.11. A record of Working with Children Check notice number and expiry date
- 2.12. Details of each child cared for by the educator as part of the service including name, date of birth, days and hours that the educator usually provides care for that child
- 2.13. If the care is provided in a residence, the record must include the full names and dates of birth of all adults and children who normally reside at the residence
- 2.14. A record of the Working with Children Check notice number, record of criminal history record check, or teacher registration of each person aged 18 years and over who normally resides at the family day care residence, including the date of expiry if applicable and the date the check, card, record or registration was sighted by the nominated supervisor of the service
- 2.15. The name of the family day care educator that the family day care educator assistant will be working with
- 2.16. Residences and venues with swimming pool, outdoor spa or hazardous water feature. Details must include:
 - 2.16.1. the name of the educator who provides education and care to children at the residence or venue
 - 2.16.2. the address of the residence or venue
 - 2.16.3. each swimming pool, outdoor spa and hazardous water feature that is at the residence or venue
 - 2.16.4. each safety device for a swimming pool or outdoor spa that is at the residence or venue
 - 2.16.5. the date on which a water hazard safety inspection of the residence or venue was last conducted.

KEEPING A REGISTER OF FAMILY DAY CARE SERVICE STAFF, FAMILY DAY CARE EDUCATORS, FAMILY DAY CARE EDUCATOR ASSISTANTS, STUDENTS AND VOLUNTEERS

Policy 23

(Refer to *Registers*)

3. For family day care service staff, the register must contain the details of the designated educational leader, nominated supervisor and co-ordinators of the family day care service (Refer to *Registers*).
4. For additional service staff, the family day care service will keep a record of additional service staff, not directly involved in the care and education of children.
5. For volunteers and students, the family day care service will include in the register details of any students or volunteers who participate in the care and education of a child.

The register must include:

- 5.1 full name, address and date of birth of the student or volunteer
 - 5.2 a record of the date and hours on which the student or volunteer participates in the service.
6. The family day care service will provide any information on the register and any changes to that information to the Education and Care Regulatory Unit on request.

SUPPORTING DOCUMENTS:

To implement this Policy refer to:

Register for Family Day Care Educators; Family Day Care Educator Assistants; Family Day Care Service staff; and volunteers and students

AUTHORISATION:

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Policy 23 v1	Endorsed	01/08/12
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163; 164; 169

Education and Care Services National Regulations, 2012– ‘Regulations’:

117; 118; 123A; 128

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 4 – Staffing Arrangements

Standard/Element 4.1.1, 4.1.2, 4.2.1, 4.2.2

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.2, 7.1.3

PURPOSE:

To employ family day care service staff who have relevant qualifications and skills to support family day care educators in their provision of Early Childhood Education and Care.

SCOPE:

This Policy applies to the family day care approved provider and family day care service staff.

PRINCIPLE:

To act in an equitable and transparent manner when employing staff to support the work of family day care educators in their provision of early childhood education and care.

POLICY:

Staff will have relevant qualifications and skills to support the family day care educator’s provision of early education and care that reflects the service philosophy.

GENERAL PROCEDURE:

Family day care service will employ qualified staff to support and monitor the practices of family day care educators engaged by the family day care service.

SPECIFIC PROCEDURES:

The employment of family day care service staff will be undertaken to meet the approved provider’s employment procedure, the procedure as listed below and relevant state and federal legislative obligations.

1. Advertise position.
2. Upon request, provide the applicant with an information package detailing the job description, selection criteria and employment conditions. Applicants are advised to respond to the selection criteria and to provide a current resume and certified copies of qualifications and other relevant documentation.

3. Applications are received and recorded.
4. An interview panel is selected.
5. Applications are assessed and shortlisted based on responses to the selection criteria.
6. Shortlisted applicants are interviewed by the interview panel.
7. Referees are checked.
8. Second interview is undertaken if required.
9. Successful applicant is notified.
10. Once successful applicant accepts the position, all other applicants are notified and if requested, mechanisms to provide feedback are put in place.
11. Contract and employment conditions are agreed. This includes but is not limited to commencement date, remuneration (superannuation and any other items if included in the remuneration package), and performance management dates.
12. Prior to commencing employment all required documentation as listed below will be provided to the employer. Induction and Orientation begins.
13. The family day care service will assess all applicants based on them meeting the following criteria:
 - 13.1 Aged 18 years or over
 - 13.2. Current Working With Children Check
 - 13.3 National Police Clearance issued within the last six months
 - 13.4. A criminal history declaration covering the period from the date of the police clearance to the first date of employment
 - 13.5. If the applicant lived or worked outside of Australia at any time within the previous three years a declaration must be completed containing the following declaration: "I have not been convicted or charged with any criminal offence during my absence for Australia (add dates of absence from Australia)"
 - 13.6. A disciplinary proceedings statement
 - 13.7. Proof of Identity including:
 - 13.7.1. Photographic identification
 - 13.7.2. Full name or and any former name or other name that the applicant has been known by
 - 13.7.3. Residential address
 - 13.7.4. Current contact details
 - 13.7.5. Current drivers licence
14. Medical clearance

15. Details and evidence of the applicant's relevant skills, experience, training and qualifications including how the applicant meets the minimum requirements as set out in R.47 of the National Regulations

The following additional criteria are required for the position of:

Person in day-to-day charge

The person in day-to-day charge must have:

1. Been nominated by the approved provider or nominated supervisor
2. Provided consent to the placement in writing
3. Attained the age of 18 years
4. Adequate knowledge and understanding of the provision of education and care to children and an ability to effectively supervise and manage an education and care service
5. Provided evidence of any compliance history and signed a Prohibition Notice Declaration for Prospective Staff Members as required by S188 of the Law.
6. An approved diploma level education and care qualification
7. An approved first aid qualification, anaphylaxis management and emergency asthma management training
8. Child Protection training

Nominated Supervisor

The Nominated supervisor must have:

1. Been nominated by approved provider
2. Provided consent to the placement in writing
3. Attained the age of 18 years
4. Adequate knowledge and understanding of the provision of education and care to children
5. An ability to effectively supervise and manage an education and care service
6. Provided evidence of any compliance history and signed a Prohibition Notice Declaration for Prospective Staff Members as required by S188 of the Law.
7. An approved diploma level education and care qualification
8. An approved first aid qualification, anaphylaxis management and emergency asthma management training

9. Child Protection training

Notification of Nominated Supervisor to the Regulatory Authority

1. The approved provider of an education and care service must notify the Education and Care Regulatory Unit of the name of the Nominated Supervisor at least 7 days before commencement, or if not practicable, not more than 14 days after commencement of the position.
2. The approved provider must notify the Regulatory Unit of any change or removal of the Nominated Supervisor.

Educational Leader

1. The approved provider of an education and care service must designate, in writing, a suitably qualified and experienced educator, co-ordinator or other individual as educational leader at the service to lead the development and implementation of educational programs in the service.

Family Day Care Co-ordinator

1. An approved diploma level education and care qualification
2. An approved first aid certificate including emergency asthma and anaphylaxis certification (Refer to Definitions for these requirements).

Family day care co-ordinator to educator ratios — family day care service

1. The approved provider of a family day care service must ensure that at all times the prescribed minimum number of qualified persons are employed or engaged as family day care co-ordinators of the family day care service.
2. The prescribed minimum number for the family day care service is currently 1 full-time equivalent family day care co-ordinator for every 25 family day care educators.
3. The approved provider of a family day care service must ensure that, at all times a child is in the care of the service, the Nominated Supervisor or Person in day-to-day charge is available to provide support to the family day care educator.

AUTHORISATION:

Version	Action	Date
Policy 24 v1	Endorsed	01/08/12
v2	Amended date	26/07/17
	Review date	01/10/18
v3	Review date	31/01/23

Policy in this section as required by:

Education and Care Services National Law (WA) Act 2012:

Section 3(2); 164; 168

Education and Care Services National Regulations, 2012– ‘Regulations’:

73-76; 127-128; 144; 153-155; 157; 168-170

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

Quality Area 1 – Educational program and Practice

Standard/Element 1.1.1, 1.1.2, 1.1.3, 1.2.1, 1.2.2, 1.2.3

Quality Area 3 – Physical Environment

Standard/Element 3.1.1, 3.1.2, 3.2.1, 3.2.2, 3.2.3

Quality Area 4 – Staffing Arrangements

Standard/Element 4.1.1, 4.1.2, 4.2.1, 4.2.2

Quality Area 5 – Relationships with children

Standard/Element 5.1.1, 5.1.2, 5.2.1, 5.2.2

Quality Area 6 – Collaborative Partnerships with Families and Communities

Standard/Element 6.1.1, 6.1.2, 6.1.3, 6.2.1, 6.2.2, 6.2.3

Quality Area 7 – Governance and Leadership

Standard/Element 7.1.1, 7.1.2, 7.1.3, 7.2.2, 7.2.3

PURPOSE:

To provide current information, support and training to family day care educators and assistants.

SCOPE:

This Policy applies to family day care educators and family day care educator assistants (new and continuing) and family day care service staff.

PRINCIPLES:

The family day care service will distribute information to family day care educators and family day care educator assistants. The family day care service will provide ongoing assistance and access to training for family day care educators and family day care educator assistants.

POLICY:

The family day care service will provide current information, ongoing assistance and opportunities for training.

GENERAL PROCEDURES:

The family day care service will support family day care educators and family day care educator assistants with:

1. Initial and ongoing training opportunities.
2. A continuous improvement plan to assist them in developing their service as part of the quality improvement process.

SPECIFIC PROCEDURES:

The family day care service will:

1. Ensure every family day care educator and assistant is provided with orientation training.
2. Provide information and support to family day care educators and family educator assistants on ways to incorporate the family day care service philosophy in their planning and programming.
3. Ensure educators and assistants will have access to sufficient training and support to implement the Early Years Learning Framework and the Framework for School Aged Care.
4. Designate in writing a suitably qualified and experienced person as Educational Leader to guide curriculum development and to ensure children achieve the outcomes of the approved learning frameworks.
5. Ensure educators and assistants have access to training and information regarding their responsibilities and requirements under the National Quality Framework.
6. Support and assist educators and educator assistants to develop their own assessment, reflection and improvement plan including identification of their strengths and training needs (Refer to *Continuous Improvement* plan).
7. Facilitate access to training for educators and educator assistants through a variety of means, including online, learning packages and face to face training sessions facilitated by the service provider or an external trainer.
8. Maintain a record of training and support provided to educators and assistants.
9. Ensure family day care educators and assistants are informed and have access to ongoing essential training. For example *Responding to Allegations of Abuse and Neglect*, and *Anaphylaxis and Asthma management*.
10. Develop a plan for timely delivery of essential training for educators and assistants.
11. Provide educators and educator assistants with links to relevant curriculum documents and information websites.

12. Provide educators and educator assistants with access to electronic and/or paper copies of all service policies and procedures.
13. Ensure that educators and educator assistants have been provided with information on appropriate processes for the effective maintenance, disposal and storage/display of records such as:
 - 13.1. Insurance documents
 - 13.2. Accident records
 - 13.3. Medication records
 - 13.4. Attendance records
 - 13.5. Provider/service approval
 - 13.6. Service rating
 - 13.7. Service waivers
 - 13.8. Service operation information
 - 13.9. Health and safety, including attendance of a child at risk of anaphylaxis or the occurrence of an infectious disease.
 - 13.10. Documentation of child assessments or evaluations for delivery of the educational program
14. Actively seek feedback and input from educators, educator assistants, and parents in the development and review of policies and procedures.

The family day care educator will:

1. Undertake to meet all essential training requirements as required under Qualifications in the Policy 22 Monitoring, support and supervision of family day care educators and family day care assistants.
2. In addition to the legally required training, professional development workshops and reading are highly recommended during service membership.
3. If the family day care educator fails to comply with any professional development, a continuous improvement plan may be set between the family day care educator and staff.

SUPPORTING DOCUMENTS:

To implement this Policy refer to:

Educator Visit Report

Continuous Improvement Plan

AUTHORISATION:

Version	Action	Date
Policy 25 v1	Endorsed	01/08/12
v2	Amended date	26/07/17
	Review date	01/10/18
v3	Review date	31/01/23