

Document Control

Document Name	Document Register Number	Review Date
Assessment Approval Policy And Reassessment of Approved Family Day Care Residences and Family Day Care	1.0.2	November 20
Date Adopted	Minute Number	Summary of Changes
21 February 2018	4914	Revised

Purpose

To ensure the health, safety and wellbeing is protected through an initial and annual assessment of approved family day care residences and venues.

Scope

Staff and management, Educators, Relief Educators, parent/guardians and volunteers.

Definitions

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

Service Manager: formally known as Coordinator. The Service Manager is the recognised title under Council and responsible for the overall service operation and has agreed to the responsibility of the Nominated Supervisor.

Nominated Supervisor: is the responsible person of the service under the Education and Care Services National Regulations 2011. The Service Manager has agreed to the position of responsible person and Nominated Supervisor of the service.

Policy Content

Greater Hume Children Services will ensure that:

- i. a risk assessment is conducted prior to any Educator commencing with the service
 - ii. a thorough and comprehensive annual assessment is conducted on each premise
 - iii. the assessments include the suitability of the residence (and areas within the residence) or venue according to the number, ages and abilities of the children attending or are likely to attend the service at the residence or venue
 - iv. Residences and Venues will be assessed for their risk of Bush Fire, including an annual re-assessment
 - v. If assessed as being in a High risk area for Bush Fire, an individual Management Plan will be completed, including an annual review
 - vi. In the case of a day determined to be Code Red, the Service Manager will ensure Educators operating in the Bureau of Meteorology district are closed and do not provide Education and Care
- Greater Hume Children Services will ensure that:
- vii. a risk assessment is conducted prior to any Educator commencing with the service
 - viii. a thorough and comprehensive annual assessment is conducted on each premise
 - ix. the assessments include the suitability of the residence (and areas within the residence) or venue according to the number, ages and abilities of the children attending or are likely to attend the service at the residence or venue
 - x. Residences and Venues will be assessed for their risk of Bush Fire, including an annual re-assessment

- xi. If assessed as being in a High risk area for Bush Fire, an individual Management Plan will be completed, including an annual review
- xii. In the case of a day determined to be Code Red, the Service Manager will ensure Educators

Links to Policy

Greater Hume Shire Child Protection Policy and Procedure

Greater Hume Shire Council Model Code of Conduct

Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students

Incident Injury Trauma and Illness

Emergency and Evacuations

Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid

Engagement and Registration of Family Day Care Educators

Monitoring Support and supervision of Family Day Care Educators

Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises

Provision of Information assistance and Training to Family Day Care Educators

Links to Procedure

Enrolment and Orientation Office Procedure

Excursions Procedure

Dealing with Medical Conditions Procedure

Child Safe Environment Educator Procedure

Incident Injury Trauma and Illness Educator Procedure

Child Safe Environment Office Procedure

Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students

Nutrition Food and Beverages and Dietary Requirements Procedure

Dealing with Infectious disease Procedure

References

<http://www.education.vic.gov.au/childhood/providers/regulation/pages/emergencymanagementrequirements.aspx>

<http://www.cfa.vic.gov.au>

<https://www.rfs.nsw.gov.au/plan-and-prepare/building-in-a-bush-fire-area/planning-for-bush-fire-protection/bush-fire-prone-land/check-bfpl>

Responsibility

Service Manager

Relevant Legislation

Education and Care Services National Regulation

Education and Care Services National Law

Australian Government Department of Education and Training Child Care Services Handbook

Associated Records

Nil