



3.02 SAFETY CHECK

Purpose Statement

Windermere's Family Day Care service must comply with National law and regulations aimed to ensure the health, safety and development of children attending children's services.

Education and Care Services National Law and Regulations requires child care services to protect children from hazards, provide adequate supervision, and offer children a clean and well maintained environment. Safe environments are essential for preventing injury, and enabling children to grow and develop.

It is as equally important that the environment, in which the care takes place, protects the health and safety needs of educators and their families.

Scope

This policy applies to all salaried full time and part time staff (including casuals), educators, contractors, children and families.

Policy Statement

THAT THE HEALTH AND SAFETY NEEDS OF CHILDREN AND EDUCATORS ARE MET BY CONDUCTING SAFETY CHECKS UPON FACILITIES/RESIDENCES DURING ORIENTATION (AND ANNUALLY THEREAFTER).

Procedures

General

All educators' homes will undergo a safety check during the recruitment and orientation phase and annually thereafter. Re-registration is dependent on satisfactory annual safety checks.

Safety Check requirements include:

1. Active engagement in the process, including a commitment by educators to promptly address any areas of risk. Children *can not* be placed in care until all safety check requirements (as outlined in the checklist) are met.
2. Maintenance of all safety check items (i.e. whilst registration is current, educators must maintain all health and safety requirements as documented in the checklist).
3. Undertaking a new safety check when an educator moves house. All new facilities or residences must go through a safety check process before placement of children occurs.
4. Actioning any outstanding items within 14 days (unless otherwise agreed by the Coordination Unit). If an educator fails to meet safety check requirements within a 14 day timeframe, his/her registration may be suspended or cancelled. This decision is made at the discretion of the Coordination Unit.



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5. Reporting any planned alterations or home modifications to the Coordination Unit immediately. Approval must be sought from the insurance company prior to the commencement of any building works or structural home improvements.
6. Participating in a safety check process upon the completion of any home improvements or modifications.

NOTE: If a coordinator becomes aware of an issue which contravenes the requirements of Windermere's FDC safety check process, the educator will be notified immediately (by phone and in writing) and asked to rectify the situation as a matter of urgency.

Relevant Standards/Legislation

- National Quality Framework for Early Childhood Education and Care Services including:
 - Education and Care Services National Law 2011
 - Education and Care Services National Regulations 2011
- Occupational Health and Safety Act 2004
- Family Day Care Safety Guidelines, 6th Edition, 2014

Related Policies & Links

- www.kidsafe.com.au
- Orientation Procedure
- OHS Procedure
- Orientation Safety Checklist
- Annual Safety Checklist