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Introduction

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

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

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

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

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

Purpose

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

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

Scope

This procedure describes practices for assessing suitability of educator premises, adequately supervising children, and precautionary measures to protect children from a range of potential hazards that may cause harm.

Managing children's sleep and rest needs, including safety of cots, beds, bedding and sleep practices to minimise risk of sudden unexpected death in infancy (SUDI), is outlined in the Safe Sleep and Rest Procedure.

Minimising particular risks related to Sun exposure is addressed in the Sun Protection Procedure.

Expectations for keeping children safe during outings or excursion, and safe transportation of children, including requirements for using private vehicles and child restraints, are in the Excursions and transporting children Procedure.

Procedures

Item	Responsibilities	Support resource / documents
Educator Risk Assessment – FDC	Service Management will: <ol style="list-style-type: none"> only enter the name of a prospective educator on the Lake Macquarie Family Day Care Register of Educators when the educator has completed a satisfactory risk assessment 	Annual service approval residence or venue risk assessment - lakemac.com.au/fdcforms

Item	Responsibilities	Support resource / documents
premises or venue	<p>of the education and care area and facilities, and this has been verified by a staff member</p> <ol style="list-style-type: none"> When conducting an Annual Service Approval Residence or Venue Risk Assessment verification residence or venue visit, Coordinators will: <ul style="list-style-type: none"> inspect visible education and care areas, equipment, and other regulatory requirements of the service consult with the educator about items stored in areas inaccessible to children and, with educator consent, inspect storage facilities in the education and care area request educators take immediate action to make safe any items or areas posing immediate risk to service users (e.g. remove or make these items or areas inaccessible) record items or areas considered unsafe, and any immediate action taken to ensure safety negotiate a plan to manage identified risks and a review date with the educator give the Nominated Supervisor or delegate, and the educator a copy of the visit record and management plan note any area of the residence or venue not used in the education and care service on the Certificate of Registration, to make it clear what the Educator Approved Premises are. carry out a visual inspection of education and care areas for hazards on regular residence or venue visits to educators and will raise if items or areas do not comply with Risk Assessment, and note agreed actions and timeframe for the identified hazard to be made safe. immediately suspend an educator's service and arrange for children to be removed from the residence or venue if, in their professional judgement, a service poses uncontrolled immediate risk to service users and the educator is unable or unwilling to remove or make inaccessible the item or area, until the educator controls the risk to service users. 	
	<p>Educators will:</p> <ol style="list-style-type: none"> complete Annual Service Approval Residence or Venue Risk Assessment (and all items contained within this) at least annually within one month of the anniversary of their registration, and prior to recommencing their service after pausing their registration. 	<p>Annual service approval residence or venue risk assessment - lakemac.com.au/fdcforms</p>

Item	Responsibilities	Support resource / documents
	<ol style="list-style-type: none"> 2. carefully inspect when completing an Annual Service Approval Residence or Venue Risk Assessment: <ul style="list-style-type: none"> • areas used in the education and care service, including utility areas (e.g. kitchen, storage and laundry facilities) • areas used to move between indoor and outdoor, and entryways used by parents, visitors and staff (e.g. gates, paths, driveways, patios, hallways etc.) • equipment used to provide the service and safety equipment • other regulatory requirements (e.g. record keeping, medication storage, first aid qualifications, public liability insurance, vehicle documentation etc.) 3. arrange a residence or venue visit by staff to verify assessment information, including a plan of the intended education and care areas of their service. 4. carry out and record a daily inspection of their residence or venue to ensure it complies with regulatory requirements, and Work Health and Safety standards at all times 5. immediately rectify, or make inaccessible, any item or area in the service that does not comply. 6. not use any areas of their residence or venue to provide an education and care service, until a satisfactory Annual Service Approval Residence or Venue Risk Assessment of these areas has been completed, and verified by staff. 	<p>Educator safety audit - lakemac.com.au/fdcforms</p>
Exposure to Lead	<p>Educators will:</p> <ol style="list-style-type: none"> 1. check manufacturer's labels to ensure absence of lead components before purchasing toys, furniture and equipment to be used in the education and care area 2. adopt recommendations of the Environmental Protection Authority to reduce lead contaminations when providing care in a known lead affected area 3. reduce children's exposure to lead by: <ul style="list-style-type: none"> • promptly repair old peeling or weathered paint on indoor and outdoor walls and ceilings • ensure outdoor play areas are located away from busy roads and painted structures, or create a barrier between busy roads and play areas (e.g. shrubs or fences) • maintain strict hygiene practices, for example: • wash toys and equipment and children's hands, faces 	<p>EPA - Lead Safety - Lead in your home and workplace</p>

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Item	Responsibilities	Support resource / documents
	<p>and feet regularly</p> <ul style="list-style-type: none"> wet mop floors, window ledges, skirting boards and vacuum (with a vacuum cleaner containing a HEPA filter) when children are not present hose outdoor verandas and steps and wash pets regularly leave shoes outside keep indoor toys indoors, and outdoor toys outdoors maintain good grass cover or paving in outdoor play areas and regularly replenish sand in sandpits <p>4. when considering renovation of a residence or venue, check if lead paint or lead contaminated ceiling dust is present and if present, close service while building works & renovations are in progress and dispose of building waste appropriately,</p>	<p>EPA - Lead Safety - Lead in your home and workplace</p>
Hazardous plants	<p>Educators will:</p> <ol style="list-style-type: none"> identify plants growing in the education and care area and remove or make inaccessible indoor and outdoor plants, which present a risk to children eg, <ul style="list-style-type: none"> choking (e.g. berries, seed pods) poisoning (e.g. ingestion of leaves, flowers, berries, bulbs, sap) injury (e.g. sharp thorns, leaves which can cut or scratch a child) allergic reaction (e.g. skin, eye, or airway irritation) supervise children when close to plants and teach children not to put any indoor or outdoor plants or berries to their mouth. be aware of common signs of poisoning from plants including: <ul style="list-style-type: none"> nausea, vomiting, abdominal pain, burning of the mouth or skin rash, hives, or allergic symptoms - difficulty breathing, wheezing, asthma, and anaphylaxis. irregular or fast heartbeat, convulsions Immediately seek and follow advice from the NSW Poisons Information Centre about appropriate first aid treatment and 	<p>Sydney Children's Hospitals network - Poisonous or harmful plants</p> <p>NSW Poisons Information - poisonous plants fact sheet</p> <p>NSW Poisons Information Centre – 13 11 26</p>

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	<p>emergency action if a child shows symptoms of plant poisoning:</p> <ul style="list-style-type: none"> • For skin contact - gently wash the skin with running water • For eye contact – flood the eye with clear running water for 10-15 minutes • For swallowing plants – remove any remaining plant pieces and wash out the child’s mouth • If the child is having difficulty breathing, unconscious or fitting – call 000 for an ambulance immediately 	First Aid for plant poisoning
Insect, Spider & Snake Hazards	<p>Educators will:</p> <ol style="list-style-type: none"> 1. minimise children’s accidental contact with insects, spiders and snakes, by: <ul style="list-style-type: none"> • avoiding use of insect attracting lawns and garden plants (e.g. clover lawns, nectar producing flowers), mowing lawns regularly and removing debris • checking play areas and equipment daily for insect infestation, before care commences • keeping outdoor garbage bins covered and garbage areas clean and tidy • removing insect nests or hives from doorways and areas in or near children’s education and care areas as soon as they are noticed • ensuring children wear protective clothing (e.g. closed toe shoes and long pants) and use insect repellent if walking through bushland or long grass • ensuring children’s food and drink containers are not left uncovered when eating or drinking outdoors • ensuring children with known allergy to insect bites or stings wear medical-alert bracelets and chronic illness procedures are followed • educating children to be wary of insects, spiders or snakes, and not to pick up or touch insects, spiders or snakes unless an adult is present 2. maintain current first aid, CPR, asthma and anaphylaxis qualifications at all times, provide first aid treatment for bites and stings immediately, and carefully monitor the child for signs of allergic reaction. 3. try to identify the animal or insect, which has stung or bitten a child, only if it is safe to do so, in case antivenin 	

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Item	Responsibilities	Support resource / documents
Pets & Child Contact	<p>When animals and pets are present at an educator's residence or venue, Educators will:</p> <ol style="list-style-type: none"> 1. inform parents about any pets or animals kept at their residence or venue, before enrolling children in care or before obtaining new pets 2. ensure fencing separating animals from children's education and care area is maintained in good condition, and the pet is contained within the separate area before children arrive in care 3. ensure all animals and pets kept on the residence or venue are clean, healthy, regularly vaccinated, de-wormed and are free from diseases or parasites that can be transmitted to children 4. limit contact with domestic pets to programmed activities, only under the educator's direct supervision (e.g. grooming, patting, and pet care displays), and avoid contact with potentially dangerous animals 5. keep animals away from children's play areas, food preparation and eating areas, sleeping and nappy change areas 6. where pets are kept indoors outside of care hours, vacuum furniture and floors daily, and clean surfaces used by children with which the pet may have been in contact before children arrive, to remove potential allergens 7. ensure hygiene procedures are followed including: <ul style="list-style-type: none"> • keep feed or water containers used by pets or animals in areas inaccessible to children • remove pet faeces from areas used by children daily, before children arrive in care • only allow children contact with the pet at specified times, and discourage children from putting faces close to animals • wash both the children's and the educator's hands after touching or handling animals, including items used by animals (e.g. grooming equipment, feed, or water containers) 	ACECQA - keeping pets and animals in education and care settings - QA3
	<p>Educators will:</p> <ol style="list-style-type: none"> 1. minimise children's contact with unfamiliar dogs in parks or other residence or venue, and teach children to stand still and avoid eye contact if an unfamiliar dog approaches 	
Play Equipment	<p>Service Management will:</p> <ol style="list-style-type: none"> 1. recommend that educators seek advice from Kidsafe and 	Kidsafe NSW Kidsafe Family Day Care

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Item	Responsibilities	Support resource / documents
and Trampolines	the Playground Advisory Unit before purchasing or using equipment and under surfacing.	Safety Guidelines
	<p>Educators will:</p> <ol style="list-style-type: none"> 1. ensure all play equipment used in the care and education of children complies with relevant Australian Standards and is clean, regularly inspected and maintained in good repair at all times. 2. Immediately remove broken equipment from play areas. 3. Only set-up play equipment on appropriate surfacing (avoiding hard surfaces under equipment) 4. Ensure adequate falling space/impact area around equipment and avoid overcrowding play spaces 5. Assess equipment for potential entrapment, pinch points and sharp edges, protrusions and tangling hazards 6. Teach children how to use play equipment appropriately and safely 7. Install and maintain under-surfacing that complies with AS.NZS 4422:1996 under any play equipment with a fall height of 60cm or more above ground level: <ul style="list-style-type: none"> • loose-fill materials such as pine bark • synthetic grass with an impact layer beneath • portable mat systems that offer impact absorption • wet pour rubber surfaces 8. ensure under surfacing product is tested and the supplier provides a certificate as evidence of testing, and provide a copy of the certification to Lake Macquarie Family Day Care. 9. when using trampolines: <ul style="list-style-type: none"> • ensure only 1 child uses the trampoline at a time • maintain constant direct supervision of children at all times • ensure the trampoline complies with Australian Standard 4989-2006 • ensure Kidsafe NSW requirements are met in regard to certified softfall and adequate fall zone if the trampoline is higher than 60cm from the ground • ensure compliant pads are attached to the springs of the trampoline at all times • maintain the trampoline and pads in good repair at all 	<p>Kidsafe NSW - playground safety information sheets – eg, Impact areas</p> <p>Moveable Play equipment</p> <p>Playground surfacing</p> <p>Swings</p> <p>Trampolines</p>

Item	Responsibilities	Support resource / documents
	times	
Storage of Dangerous Substances and Equipment	<p>Educators will:</p> <ol style="list-style-type: none"> 1. ensure that all dangerous or caustic cleaning materials, disinfectants, poisonous or dangerous substances and medications (including vitamins) kept at the residence or venue, are stored in a child resistant container that is clearly labelled with a description of the contents and directions for use. 2. ensure that all dangerous substances and equipment kept at the residence or venue, are stored in secure storage facilities that are inaccessible to children 3. ensure that all medication or other dangerous substances kept at the residence or venue, which requires refrigeration, is stored in a child resistant container in the refrigerator. 4. comply with the requirements of the Lake Macquarie Family Day Care Annual Service Approval Residence or Venue Risk Assessment at all times 	
Supervision	<p>Educators will:</p> <ol style="list-style-type: none"> 1. only care for the allowed number of children prescribed by the regulation – no more than 7 children under 13 years of age in total, with no more than 4 children preschool age or under, at any one time, including the Educators own children – except in exceptional circumstances determined by the regulation and approved by the Nominated Supervisor or delegate 2. not perform other tasks that might distract them from supervising children 3. limit telephone conversation while children are at play and during meal or other routine times, to essential matters or for brief periods only 4. limit communication including use of social media to times when children are resting (and still being monitored) or out of care hours 5. scan and regularly look around play areas, and listen carefully to notice any changes of tone or volume to assist in supervising children who may not be in direct vision, including while children are sleeping. 6. Be aware of the environment and arrange areas used for care, and identify appropriate positions, for maximum vision of children 7. Assess and make professional judgement to determine the 	<p>ACECQA - Active Supervision: ensuring safety and promoting learning information sheet - QA2</p> <p>Factors to consider when planning for adequate</p>

Item	Responsibilities	Support resource / documents
	<p>level of supervision that may be required for particular situations (whether there is a need for an adult to be close by to support and assist, or in reasonable proximity to respond if needed), according to:</p> <ul style="list-style-type: none"> • The particular activity and level of risk involved • Child age, abilities and development, and wellbeing (including chronic illness or care precautions) • Providing children with opportunities to engage in independent exploration and appropriate risk taking <p>8. never leave children in the care of another person, unless:</p> <ul style="list-style-type: none"> • the person is a staff member • the person is a registered relief educator and parents have provided signed consent • the educator is physically unable to continue care in a medical emergency and Lake Macquarie Family Day Care staff and the children's parents have been notified <p>9. remain with children at all times, while</p> <ul style="list-style-type: none"> • children play on balconies • undertaking any water play with children • transporting children by car, including no leaving a child unattended in a vehicle, or on excursions • children self-administer medication (e.g. asthma inhalers or other medication) <p>10. While children are resting or sleeping, refer to guidelines in the 'Safe sleep and rest procedure'.</p> <p>11. While attending TAFE play session,</p> <ul style="list-style-type: none"> • Assess supervision needs of individual children and communicate with available staff and students to exchange supervision of children who may not be under the educator's direct visual or close supervision • Let a staff member know if they need to leave the area for any reason (such as attending to a child toileting/nappy change, or to use the bathroom) • Directly attend to toilet or nappy change routines for a child in their service • Scan and regularly look around the play area to observe all children in the environment, and provide assistance where necessary <p>12. While visitors are present, ensure:</p> <ul style="list-style-type: none"> • A record is made of the visitor full name, signature, time of arrival and departure, and purpose of visit in the visitor register for the premises • children are not left alone with visitors, including for 	<p>supervision – ACECQA infographic</p>

Item	Responsibilities	Support resource / documents
	<p>supervising, nappy change or toileting</p> <ul style="list-style-type: none"> the visit does not interfere with their responsibility of supervising and providing education and care to the children in care visitors actively supervise any non-care children and do not leave any non-care children unaccompanied in the care of the educator 	
Water safety	<p>Approved Service will:</p> <ol style="list-style-type: none"> confirm that all swimming pools, spas or significant water hazards located within an educators' residence or venue, are identified and made inaccessible to prevent children gaining access confirm that any swimming pool at a family day care residence or venue is fenced in accordance with the requirements for fencing a new swimming pool under the NSW Swimming Pools Act 1992 <p>Educators will:</p> <ol style="list-style-type: none"> Have any pool and/or spa at the residence or venue inspected by local Council or an accredited certifier at least every 3 years, and supply a current pool/spa compliance certificate to the Coordination Unit prior to any existing certificates expiring register any swimming pool and/or spa is at the residence or venue, and supply a copy of registration to the Coordination Unit check and maintain the pool and/or spa barrier daily to ensure it remains compliant with current NSW Government requirements cover, or prevent access by children to, all pool filters, ponds, fountains, fish tanks or other water features, either indoors or outdoors, in the education and care area or in areas used to enter or leave the premises When using wading pools, water play containers or soaker hoses with children in care: <ul style="list-style-type: none"> first obtain the written consent of a parent of each child in care ensure the wading pool or water play container is of a size and design that can be overturned by one adult to empty and, that water does not exceed 15cms deep remain directly with the children during play at all times empty any container of water immediately after play 	<p>NSW Swimming Pool Register</p> <p>NSW Swimming Pool Register - pool and spa self-assessment checklists</p> <p>Educator daily safety audit</p> <p>Water Activities Consent - lakemac.com.au/fdcforms</p>

Item	Responsibilities	Support resource / documents
	<ul style="list-style-type: none"> store or turn-over all water play equipment, pools and hoses so the equipment will not collect and hold water <p>6. empty nappy buckets and other vessels containing water or place them in an area inaccessible to children each day before children arrive for care.</p> <p>Not conduct any excursion to swim, or excursions to any destinations where there is a water hazard, unless the excursion can be undertaken in accordance with the requirements of the Service Excursion and Transporting Children Procedure</p>	<p>Excursions and transporting children procedure - lakemac.com.au/procedures</p>

Review and evaluation

This procedure will be reviewed at least every 4 years, or as prompted by changes to applicable legislative requirements or quality recommendations by recognised authorities.

Implementation of procedures will be evaluated during regular contact visits staff have with registered Educators.

Procedure - internal Family Day Care Child Safety

Controlled Document Information

Authorisation Details

Folder No:	F2004/12276-04	TRIM Record No:	D10229987
Audience:	Departmental - Family Day Care Staff and Educators		
Department:	Community Partnerships	Officer:	Service Manager Family Day Care - Kim Hartmann
Key focus area(s):	Risk Education for Child Safety		
Review Timeframe: Max < 4 years	4 years	Next Scheduled Review Date:	July 2026
Authorisation:	Manager Community Partnerships - Andrew Bryant - 26 May 2023		
Authorisation Date:	26 May 2023		

Related Document Information, Standards & References

Related Legislation:	(Legislation Name) Children (Education and Care Services) National Law (NSW) Education and Care Services National Regulations Roads and Traffic Act 2013 Work Health & Safety Act 2011 Work health and Safety Regulations 2011 Privacy & Personal Information Act 1998 Children and Young Persons (Care and Protection Act) 1998 Pesticides Act 1999 NSW Swimming Pools Act	(Relationship/Context)
Related Policies:		
Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:	Noted as relevant alongside procedures	
Standards, COP's & Other References	Noted as relevant alongside procedures	

Definitions

Term / Abbreviation	Definition
Nominated Supervisor or delegate	Authorised Supervisor of Lake Macquarie Family Day Care, Nominated Supervisor – responsible (along with the Approved Provider) for ensuring the scheme is following the Law and the Regulations, Certified Supervisor – a person with a supervisor certificate placed in day to day charge of an education and care service.
Bed	an adult sized bed fitted with a firm mattress, or other culturally acceptable form of bedding approved by the parent.

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Educator	<p>(a) a person actually involved in educating, minding or caring for children at his or her residence or venue and whose name appears on a current Lake Macquarie Family Day Care Register of Educators (a primary educator) ; and</p> <p>(b) a person whose name appears on a current Lake Macquarie Family Day Care Register of Educators and who is engaged as a relief educator to educate, mind or care for children in the residence or venue of a primary educator</p> <p>(c) a person whose name appears on a current Lake Macquarie Family Day Care Register of Educators and who is engaged as an educator assistant to educate, mind or care for children in the residence or venue of a primary educator for no more than 4 hours</p>
Educator's residence or venue	the entire parcel of land, buildings, fences and other structures comprising the educator's residential address, including areas of land, buildings, fences or other structures not located within the fenced area used for care of children.
Dangerous Substances and Equipment	dangerous or caustic cleaning materials, disinfectants, poisonous and other dangerous substances, heavy, dangerous or sharp tools, heavy dangerous or unstable equipment, toiletries, medications (including vitamins), first aid equipment and supplies, small, sharp or jagged objects that pose a hazard to children and may cause injury
Co-ordinator	provides support and assistance to all FDC educators registered with LMFDC, and monitors each educator's compliance with The National Quality Framework
Parent	<p>the parent of a child registered for care with Lake Macquarie Family Day Care and includes:</p> <p>(a) guardian of the child, and/or</p> <p>(b) a person who has the legal custody of the child</p>
Pet	any animal or bird, kept as a companion, and includes domestic animals, farm animals and native animals
Regulatory requirement	State and Federal government regulations that are relevant to the provision of education and care services, including Family Day Care services, in NSW
Swimming Pool	<p>The Swimming Pools Act describes a swimming pool as <i>an excavation, structure or vessel</i>:</p> <ul style="list-style-type: none"> that is capable of being filled with water to a depth of greater than 300 millimetres that is solely or principally used, or that is designed, manufactured or adapted to be solely or principally used for the purpose of swimming, wading, paddling or any other human aquatic activity. <p>A spa pool is classified as a swimming pool by the Act. The definition of a spa includes any excavation, structure or vessel in the nature of a spa pool, flotation tank, tub or the like, but not a spa bath</p>
Approved Provider	Lake Macquarie Family Day Care
Service	an education and care service operated by an educator whose name appears on a current register of educators for Lake Macquarie Family Day Care
Service users	educators, staff, children, parents, volunteers or visitors to the child care service operated by the educator
Staff	an employee or employees of Lake Macquarie City Council for service within Lake Macquarie Family Day Care
The National Quality Framework	<p>Includes:</p> <ul style="list-style-type: none"> a National Legislative Framework that consists of the Education and Care Services National Law Act 2010 and Education and Care Services National

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	<p>Regulations, Children (Education and Care Services) National Law (NSW) Education and Care Services National Amendment Regulations 2014</p> <ul style="list-style-type: none"> • a National Quality Standard • an assessment and rating system • a Regulatory Authority in each State and Territory who will have primary responsibility for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard. • The Australian Children's Education and Care Quality Authority (ACECQA)
Work Health and Safety	<p>Includes:</p> <p>Work Health and Safety Act 2011 No 10</p> <p>Work Health & Safety Regulations 2011</p>

Consultation (update for each version created)

Key Departments, Teams, Positions, Meetings:	Family Day Care Staff, Educators and Stakeholders
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Version History

Version No	Date Changed	Modified By	Details and Comments
2	10/03/2006	J. Wade	Remove reference to Family Day Care & Home Based Care Regulations 1996, updated attachments, include reference to relief carer in definitions, include parent consent to water activities
3	22/8/2007	J. Wade	Include section on storage of dangerous substances and dangerous equipment
4	10/12/2008	J. Wade	Update references and attachments, include beds, bedding and cots, include Play equipment and trampolines, update water, safety, supervision, pets, exposure to lead, and hazardous plants sections, include definition of carer's premises
5	20.3.09	J. Wade	Remove requirement for trampoline to be placed in ground, remove reference to dummies, bottles and loose clothing in bedding requirements
6	02.12.2010	J. Morgan	<p>Include summary of changes to child restraint legislation effective 1 March 2010. Remove reference to 2007 draft legislation</p> <p>Update reference to FDC Form 35 and FDC Form 5158 Educator Audit</p> <p>Include annual pool/spa compliance inspections</p> <p>Include additional information re play equipment</p> <p>Update supervision of sleeping children and overnight care</p>
7	08/12/2011	S. Vickers	Update reference to Children's Services Regulation 2004 & OH&S to The National Quality Framework, home to residence or venue, childcare to education and care, added definitions of The National Quality Framework, Work Health and Safety, Coordinator, updated definition of Authorised Supervisor
8	30/07/2012	J. Morgan	Added point 49, updated reference titles Annual Service Approval Residence or Venue Risk Assessment & Emergency, Evacuation, Incidents, Injury, Trauma and Illness Procedure, Authorised Supervisor to Nominated Supervisor or delegate, added A Guide to Cot Safety:2003, updated Scheme to Service
9	13/02/2014	J Morgan	Updated references. Updated water safety to reflect regulatory requirements for adult to child ratio's when children attend excursion that has a water hazard or are taken on an excursion for the purpose of learning to swim. Updated information from Roads and Maritime Services

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10	10/11/2014	J Morgan	Updated legislation and references
11	04/02/2016	J Morgan	Updated pool certificate requirements
12	27/01/2021	K Hartmann	<p>Re-formatted to clearly identify each safety items and responsibilities. Reviewed and updated website links. Add additional safety practices for play equipment (hard surfaces, falling space, entrapment/pinch point/sharp edges/protrusions/tangling hazards, overcrowding, teaching children how to use equipment appropriately). Amend supervision requirements and references to reflect current ACECQA and regulatory guidelines. Remove section on transporting children – obsolete – now addressed in regulatory amendments to the Excursions and Transporting Children Procedure, risk assessment and consent forms. Add requirement to register pools/spas under the Swimming Pools Act, definition of a swimming pool, and links to relevant resources and checklists.</p>
13	22/7/2022	K Hartmann	<p>Inserted 'scope' for the procedure. Removed guidance for beds/bedding/cots and sleep hazards, and supervision requirements relevant to sleep and rest periods (including overnight care) to be addressed in the stand-alone 'Safe sleep and rest procedure'. Added link in Supervision to a new resource – factors to consider infographic.</p>