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| **Family Day Care Educator’s Name:** |  |
| **Family Day Care residence / venue address:** |  |

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| **Date of assessment visit/s** | **Check #** | **Educator’s Signature:** | **Consultant’s Signature** |
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| **COMMENTS:** |

***For the purpose of this document inaccessible is locked or fitted with a child proof apparatus***

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| **Educator Self assessment check** | | | **1st visit comply** | | | **Final visit comply** | | **Items to be checked:** | **Comments** | |
| **INFORMATION TO BE DISPLAYED:** | | | | | | | | | | |
|  | | |  | | |  | | Emergency Service telephone numbers near telephone. |  | |
|  | | |  | | |  | | Emergency evacuation plan and written procedure at each exit |  | |
|  | | |  | | |  | | Educators current Certificate of Registration. |  | |
|  | | |  | | |  | | CPR chart located indoors and outdoors. |  | |
|  | | |  | | |  | | Daily Routine |  | |
|  | | |  | | |  | | Hand washing procedure where children wash hands  Supplied by Holistic Approach FDC |  | |
|  | | |  | | |  | | Nappy Change procedure near nappy change area.  Supplied by Holistic Approach FDC |  | |
|  | | |  | | |  | | HAFDC ACECQA Assessment and Rating Received sign on display  Supplied by Holistic Approach FDC |  | |
|  | | |  | | |  | | *HAFDC Telephone contact list and Approved Provider rating (state specific) on display*  Supplied by Holistic Approach FDC |  | |
|  | | |  | | |  | | Grievance Procedure available  Supplied by Holistic Approach FDC |  | |
|  | | |  | | |  | | Educators Professional / Personal Philosophy provided and available |  | |
|  | | |  | | |  | | Holistic FDC Philosophy available |  | |
|  | | |  | | |  | | **INFORMATION TO BE AVAILABLE** |  | |
|  | | |  | | |  | | **Documentation of planning for children’s** is completed and available upon request. |  | |
|  | | |  | | |  | | Access has been provided through website is readily accessible   1. HAFDC Scheme policies and procedures 2. National Regulations and Law |  | |
|  | | |  | | |  | | Visitor’s Book available  Supplied by Holistic Approach FDC |  | |
|  | | |  | | |  | | Daily W H & S booklet available and up to date  Supplied by Holistic Approach FDC |  | |
|  | | |  | | |  | | Excursion forms and Parent Permission Forms completed and available |  | |
| **EVIDENCE TO BE PROVIDED:** | | | | | | | | | | |
|  | | |  | | |  | | Electrical safety switch (evidence / or photo) on file |  | |
|  | | |  | | |  | | Cot complies with Australian standards (documentation on file) |  | |
|  | | |  | | |  | | **ANNUAL** pool, spa compliance certification on file. **(if educator is in Tasmania please refer to guidelines / policy specific to the regulations where a FDC service will need special consideration if there is a pool)** |  | |
|  | | |  | | |  | | Smoke detectors in FDC area |  | |
|  | | |  | | |  | | Re-registration: Educator has undertaken 3 MONTHLY record of emergency evacuation practice and evaluation, including smoke detector test. |  | |
| **GENERAL SAFETY** | | | | | | | | | | |
|  | | |  | | |  | | All areas of the residence including entryways, structures, furnishings and floor coverings are safe, tidy and in good repair. |  | |
|  | | |  | | |  | | All areas of residence are free of vermin and pests  **(observed)** |  | |
|  | | |  | | |  | | All indoor and outdoor areas are free of garbage, rubbish and rubble. |  | |
|  | | |  | | |  | | All areas of residence to be free of cobwebs and dust etc |  | |
|  | | |  | | |  | | All areas of residence to be free of cigarette odours, ashtrays and lighters/matches etc |  | |
|  | | |  | | |  | | All areas of the residence (indoor and outdoor) and vehicle used for transport are smoke free and do not smell of smoke at all times during care hours (including on excursions) |  | |
|  | | |  | | |  | | Educator ~~or~~ and adult resident ~~is~~ are aware they must not consume or be under the influence of alcohol or unlawful substances during care hours. (Alcohol products are out sight and inaccessible to children) |  | |
|  | | |  | | |  | | Unlawful substances not to be on the premises |  | |
|  | | |  | | |  | | Educator has firearms/guns stored at the residence / venue:   * Each firearm is registered appropriately with state authorities * Evidence/copy of each registration is current and filed at HAFDC * Firearms are stored in a cabinet that is safe and secure and kept in an area that is not accessible or visible to children. * Ammunition is stored separately and is not accessible or visible to children. * A firearms/gun license is current and has been sighted and recorded below:   Firearm/gun License holder’s name:  State issued:  Date issued:  License Number: |  | |
|  | | |  | | |  | | Storage of equipment (indoor and outdoor) is adequate in size, stable and secure. |  | |
|  | | |  | | |  | | Glass audit conducted / safety glass certification available and on file including furniture containing glass. Eg fish tanks, accessible mirrors |  | |
|  | | |  | | |  | | Glassed areas 1 metres or less above floor level which are accessible to children (including walk through traffic areas) are:   1. Glazed with safety glass or 2. Treated with a product to prevent glass from shattering if broken, or 3. Are guarded by barriers which prevent children from striking or falling against the glass. |  | |
|  | | |  | | |  | | Markers are attached to glass sliding doors at child eye height. |  | |
|  | | |  | | |  | | Suitable first aid kit (as per HAFDC scheme First Aid Kit checklist) is available at all times including on excursions, kept fully stocked and has current use by dates. |  | |
|  | | |  | | |  | | An emergency evacuation kit is prepared and available in the case of an emergency.  **This can be your excursion bag if correctly stocked in accordance with the HAFDC Emergency Evacuation Kit Check list** |  | |
|  | | |  | | |  | | Emergency evacuation Kit is easily recognised and readily accessible by educator but inaccessible to children. |  | |
|  | | |  | | |  | | Accessibility to an operating telephone available or similar means of communication to enable communication to / from parents and emergency services. |  | |
|  | | |  | | |  | | Alternative communication plan available when other services are inoperable. eg FB, messenger, computer etc |  | |
|  | | |  | | |  | | Children and educator have access to adequate natural lighting and ventilation and all rooms used for FDC are maintained at a temperature that ensures the safety and wellbeing of the children. |  | |
|  | | |  | | |  | | Pedestal and table fans are secured, inaccessible to children. |  | |
|  | | |  | | |  | | All heaters are secure and prevent children from contacting hot surfaces. |  | |
|  | | |  | | |  | | Fire place has a secured child proof barrier |  | |
|  | | |  | | |  | | Entry doors and other external doors are kept locked or latched to prevent unsupervised exit by children and unauthorised entry by others. (Risk management may be required to ensure the safety and well-being of the children from unauthorized persons entering the premises). |  | |
|  | | |  | | |  | | Latches and locks to entry doors and external doors are inaccessible to children and children are unable to operate them. |  | |
|  | | |  | | |  | | Keys to locks on entry doors are kept adjacent to door or in an accessible area to educators and inaccessible to children (for emergency evacuation) |  | |
|  | | |  | | |  | | Environment is set up to ensure adequate supervision indoors and outdoors at all times. |  | |
|  | | |  | | |  | | Children’s bags are stored in a location where each child can access them |  | |
| **KITCHEN / EATING AREA:** | | | | | | | | | |
|  | | |  | | |  | | Curtains / blinds and cords are secured and out of reach of children. |  |
|  | | |  | | |  | | Safe and hygienic food preparation area and storage is available |  |
|  | | |  | | |  | | Food preparation and bottle preparation area is designated, uncluttered, safe and hygienic |  |
|  | | |  | | |  | | Refrigerator, stove / microwave available. |  |
|  | | |  | | |  | | Benches, sinks and tables kept clean and free from hazardous items. |  |
|  | | |  | | |  | | Glassware, hazardous cookware is secure and inaccessible to children. |  |
|  | | |  | | |  | | Knives, scissors, plastic bags are inaccessible to children. |  |
|  | | |  | | |  | | Garbage and waste is covered, emptied and cleaned regularly (at least once a day) |  |
|  | | |  | | |  | | Ovens, microwaves and cook tops inaccessible to children to operate.  Ovens and cook tops may need a risk management |  |
|  | | |  | | |  | | Medications / vitamins are inaccessible to children.  Refrigerated medications are stored in a locked container. |  |
|  | | |  | | |  | | All medications are stored in original containers with appropriate directions. |  |
|  | | |  | | |  | | Dishwasher is closed to prevent access to children at all times when children are in care.  Dishwasher must be locked or and / or all items removed |  |
|  | | |  | | |  | | Table cloths and table runners are not hanging over the table. |  |
|  | | |  | | |  | | All chemicals eg detergents, cleaners,etc are inaccessible to children and stored in original containers with directions for use.( in cupboard out of reach of children) |  |
|  | | |  | | |  | | All MSDS sheets are available and accessible for all chemicals used within the FDC environment. |  |
|  | | |  | | |  | | All electrical cords and appliances are in good repair and secured out of reach of children. |  |
|  | | |  | | |  | | Power point covers applied to all exposed power points in all areas accessed by children |  |
|  | | |  | | |  | | Children have access to safe drinking water at all times (both indoors and outdoors) and have food and drinks available through the day. |  |
|  | | |  | | |  | | **FOOD HANDLING:** |  |
|  | | |  | | |  | | Thermometer in fridge for all educators to ensure correct temperature |  |
|  | | |  | | |  | | Educator has completed a food handling course (certificate on file). Renewed every three years. |  |
|  | | |  | | |  | | **Educators who provide food must have completed a Providing Food course (certificate on file must be renewed every three years)** |  |
|  | | |  | | |  | | Educators who provide food must have a Weekly menu on display and on educator file. (file updated annually). Menu is dated clearly. |  |
|  | | |  | | |  | | Educators who provide food, the menu includes a variety of fruit, vegetables, dairy and represents nutritional guidelines. |  |
| **LAUNDRY FACILITIES:** | | | | | | | | | | |
|  | |  | |  | | | Laundry facilities are available on the premises. | |  | |
|  | |  | |  | | | Adequate safe and sanitary storage of soiled items is available. | |  | |
|  | |  | |  | | | Nappy bucket is inaccessible to children. (IF REQUIRED) | |  | |
|  | |  | |  | | | All chemicals are stored in original containers with directions for use attached and are stored away and inaccessible to children. (in a cupboard up high) | |  | |
| **BATHROOM / TOILET:** | | | | | | | | | | |
|  | |  | |  | | | Curtains, blinds and cords are secured and out of reach of children | |  | |
|  | |  | |  | | | Toilets are safe and age appropriate for children (eg: step stool, potty, junior toilet seat) | |  | |
|  | |  | |  | | | Hand washing facilities are safe and age appropriate for children. Paper towel or individual hand towels are available for children | |  | |
|  | |  | |  | | | Hot water is inaccessible to children. (tempered water, hot water turned off or child proof cover to taps ~~to all sinks~~ that are accessible to children)  Mixer taps will be required to manage the risk by one of the following:   1. Turn off hot water to tap. 2. Not accessible and other tap used. 3. Water is tempered and proof of temperature is provided. | |  | |
|  | |  | |  | | | Dangerous equipment (ie: razors, aerosols etc) are inaccessible to children | |  | |
|  | |  | |  | | | All chemicals including shampoos, deodorants, cosmetics etc are stored in original containers with directions for use and inaccessible to children. | |  | |
|  | |  | |  | | | All electrical cords and appliances are in good repair and secured out of reach of children. | |  | |
|  | |  | |  | | | Power point covers are applied to all exposed power points. | |  | |
|  | |  | |  | | | Shower screen glass meets Australian standard requirements Stamped **Evidence sighted by Consultant or copy filed on Educator file** | |  | |
| **NAPPY CHANGE AREA ~~FACILITY~~:** | | | | | | | | | | |
|  | |  | |  | | | | There is an allocated nappy change area separated and ~~or~~ away from food preparation areas. |  | |
|  | |  | |  | | | | Nappy change table / change mat has a washable service and cleaned after every use. |  | |
|  | |  | |  | | | | Paper Towel, wipes, nappies and spray bottle readily available for nappy change |  | |
|  | |  | |  | | | | Storage is available for soiled nappies before disposal / laundering. |  | |
|  | |  | |  | | | | Hand washing facilities are available for adults and children in the immediate vicinity. |  | |
| **BEDROOMS / SLEEPING AREAS:** | | | | | | | | | | |
|  | |  | |  | | | | Educator has a system to record and monitor children resting / sleeping. SLEEP CHART is readily available. |  | |
|  | |  | |  | | | | Cot, bed, stretcher, sleeping mat (with waterproof covers and individual bed linen) is available for each child who sleeps at the service each day. |  | |
|  | |  | |  | | | | Bed linen for children is stored in individual bags etc or stored to ensure no cross infection. |  | |
|  | |  | |  | | | | Bed linen provided for a child is washed before use for another child and stored separately |  | |
|  | |  | |  | | | | Cots, bed, mats, mattresses and bedding are clean, comfortable, in good repair. |  | |
|  | |  | |  | | | | Pictures or hanging items not accessible on walls above cots |  | |
|  | |  | |  | | | | **Educators adhere to sleeping procedure according to Red Nose recommendations for safe sleeping practice.**  no items to be in the cot |  | |
|  | |  | |  | | | | Children must have their teething necklaces or jewelry around their necks removed before laying down to sleep. |  | |
|  | |  | |  | | | | Top bunks are inaccessible to children. |  | |
|  | |  | |  | | | | Mats / mattresses are kept clean when not in use. |  | |
|  | |  | |  | | | | **Educators have easy access to sleeping children and each child can be easily evacuated if necessary** |  | |
|  | |  | |  | | | | Procedures are in place to ensure educator is reducing the risk of cross infection between children. |  | |
|  | |  | |  | | | | Separate sleep area available for children of the opposite sex and who are aged 7 years or more. |  | |
|  | |  | |  | | | | Educators are able to supervise sleeping children and monitoring of babies. (see safe sleeping policy) |  | |
|  | |  | |  | | | | Curtain / blind cords are secured at out of reach of children. |  | |
|  | |  | |  | | | | Dangerous items are inaccessible to children |  | |
| **INDOOR PLAY AREAS:** | | | | | | | | | | |
|  | |  | |  | | | | Free standing furniture and equipment is secured in position and can’t be pulled onto a child. (bookcases, TV/ DVD, stereo equipment etc) |  | |
|  | |  | |  | | | | Mats and rugs are clean and secure, non-slip. |  | |
|  | |  | |  | | | | Coffee tables, furniture with sharp edges are moved to an area away from the children or have edge protectors applied. |  | |
|  | |  | |  | | | | Bean bags are not accessible to children. |  | |
|  | |  | |  | | | | Rocker / recliners are not accessible to children or are disabled for safety. A risk management plan may be required. |  | |
|  | |  | |  | | | | Water features/ fish tanks comply with safety glass legislation or are not accessible to children in the care area |  | |
|  | |  | |  | | | | All water features/ fish tanks are covered to prevent children gaining access to water. |  | |
|  | |  | |  | | | | Child size tables and chairs are available for the children. |  | |
|  | |  | |  | | | | Toy storage boxes are safe from children being entrapped in them |  | |
|  | |  | |  | | | | Play space has sufficient play space available for all children. |  | |
|  | |  | |  | | | | All broken toys are removed from play area immediately. |  | |
|  | |  | |  | | | | Equipment represents different cultures. |  | |
|  | |  | |  | | | | Equipment is suitable for children’s ages, developmental needs of children. |  | |
|  | |  | |  | | | | Sufficient toys and equipment in quantity and variety for number of children attending and to allow children choice. |  | |
|  | |  | |  | | | | Toys and equipment allow children to have independent access. |  | |
|  | |  | |  | | | | Material that contain small pieces are inaccessible to children under 3 years of age. |  | |
|  | |  | |  | | | | Stairs, balconies and verandahs prevent children from climbing, crawling under, falling through or becoming entrapped. |  | |
|  | |  | |  | | | | Plants can be accessible to children if they are not thorny or poisonous**.** |  | |
|  | |  | |  | | | | Oil burners, candles, matches, cigarettes, lighters, ashtrays are inaccessible to children. |  | |
|  | |  | |  | | | | Gym equipment is inaccessible to children. |  | |
| **OUTDOOR PLAY AREAS:** | | | | | | | | | | |
|  | |  | |  | | | | Drinking water is accessible for children at all times. |  | |
|  | |  | |  | | | | Outdoor space is enclosed by fence or barrier that is of a height and design that children preschool age and under cannot go through, over or under it.  Fences must not have foot holds which pose a climbing risk.  Fences must not have equipment adjacent to or attached to which could pose a climbing risk. |  | |
|  | |  | |  | | | | Entry gates and fences to outdoor play areas are designed to prevent children scaling or crawling under or through and impede intruders.  Gates must not have foot holds that could pose a climbing risk. |  | |
|  | |  | |  | | | | Entry gates to outdoor play areas are fixed at all times with childproof latches. Risk management plans may be acceptable in particular circumstances – Must be discussed and approved with Consultant. |  | |
|  | |  | |  | | | | BBQ and gas cylinders are (detatched from the BBQ) inaccessible to children and they are listed on emergency evacuation plan. |  | |
|  | |  | |  | | | | Trailers, caravans, boats are inaccessible to children. |  | |
|  | |  | |  | | | | Building materials, wood piles etc are inaccessible to children. |  | |
|  | |  | |  | | | | Poisonous thorny plants identified are inaccessible to children so as not to be a hazard. |  | |
|  | |  | |  | | | | Water hazards are securely covered to prevent children gaining access to water or is inaccessible |  | |
| **POOL CHECKLIST:**  **NB: All current educators who are operating FDC with a pool or spa on the residence will need to follow this checklist.**  **New educators wanting to join HAFDC may not be able to operate if they have a pool on the residence An individual risk management plan will be completed before a decision is finalised.** | | | | | | | | | | |
|  | |  | |  | | | | Chemicals, pumps and filters used in fish ponds are inaccessible to children. |  | |
|  | |  | |  | | | | Pool fencing is according to Swimming Pools Act  (if educator is in Tasmania please refer to guidelines / policy specific to the regulations where a FDC service will need special consideration if there is a pool) |  | |
|  | |  | |  | | | | **There are no items adjacent to the pool fence (both inside and outside the fence) which could pose a risk of children climbing.**  (if educator is in Tasmania please refer to guidelines / policy specific to the regulations where a FDC service will need special consideration if there is a pool) |  | |
|  | |  | |  | | | | Pool chemical, pumps, filters, pool maintenance equipment is inaccessible to children and not within the area used for FDC. (reference MSDS)  (if educator is in Tasmania please refer to guidelines / policy specific to the regulations where a FDC service will need special consideration if there is a pool) |  | |
|  | |  | |  | | | | Shade is available in play area and HAFDC Sun Protection Policy is implemented. |  | |
|  | |  | |  | | | | Clothes lines are of an inaccessible height to children |  | |
|  | |  | |  | | | | **Garden/landscape martials do not pose a choking risk or a suitable risk management plan is implemented and has been approved** |  | |
|  | |  | |  | | | | Dangerous outdoor equipment (lawnmowers, garden tools etc) are stored in a locked shed inaccessible to children. |  | |
|  | |  | |  | | | | Vehicles are removed from play areas during care hours. |  | |
|  | |  | |  | | | | Outdoor play equipment is stable, maintained in good repair and inaccessible to animals and pets. Equipment must have appropriate soft fall as recommended by Kidsafe |  | |
|  | |  | |  | | | | Sandpits are covered when not in use and cleaned regularly. |  | |
|  | |  | |  | | | | Trampolines are safe and and checklist is complete. |  | |
| **FIRE / BUSH SAFETY** | | | | | | | | | | |
|  | |  | |  | | | | Bushfire area – has been identified and relevant plans on file and authorities notified   * Evacuation point identified * Evacuation route |  | |
|  | |  | |  | | | | **VICTORIA LEGISLATION:**  Educator has received the daily check booklet to record fire zone ratings each day.  A clear evacuation plan and information has been provided.  Contact details of local emergency contact is provided and displayed. |  | |
| **ANIMALS / PETS** | | | | | | | | | | |
|  | |  | |  | | | | All pets and animals are in a clean, healthy condition. |  | |
|  | |  | |  | | | | Play areas are free of animal droppings, bones, etc during operating hours |  | |
|  | |  | |  | | | | Food and water containers, bedding and pet toys etc are inaccessible to children |  | |
|  | |  | |  | | | | Pets and animals are not accessible to children.  Pets and animals must be kept behind a finger proof barrier to prevent access by children. |  | |
|  | |  | |  | | | | Educators have completed and provided current Pet Management Plans, and these are stored on the Educator file (required annually) |  | |
|  | |  | |  | | | | Educator has completed and provided current Pet Management Plan and Inclusion Parent Consent forms for each child enrolled within their service (required annually) if applicable |  | |
|  | |  | |  | | | | Educators who wish to arrange a planned activity involving contact between children and pets/animals have completed and provided a Proposed Pet Animal Program form for approval by the Consultant. |  | |
| **VENUE CARE ONLY:** | | | | | | | | | | |
|  |  | | | |  | | | Exit signs are at all exits to the venue. |  | |
|  |  | | | |  | | | Plans of the venue are on file |  | |
|  |  | | | |  | | | Measurements of indoor and outdoor unencumbered space is completed as per the regulations (regulations 107 and 108) |  | |
|  |  | | | |  | | | Insurance details are provided for the venue alone (not the educators insurance) |  | |
|  |  | | | |  | | | Aware of visitors regularly coming to the venue who may need a working with children check (or regular sign in visitors’ book) |  | |
|  |  | | | |  | | | Local planning, development and building laws are considered before approval.  Considerations:   1. Car spaces 2. Traffic installations 3. Maximum land lot sizes 4. Occupancy rates of the premises.   Contact with local council may be required. |  | |
|  |  | | | |  | | | Notification of the regulatory authority within seven (7) days if a new approved family day care venue is added to the service approval. |  | |
| **TRANSPORT** | | | | | | | | | | |
|  | |  | |  | | | | Appropriate child restraints (Australian standards) are installed and certification provided annually by an approved fitting station or on purchase of a new vehicle |  | |
|  | |  | |  | | | | A first aid kit is available in vehicle while transporting children in care. (all items in date and checklist complete) |  | |
|  | |  | |  | | | | Parent contact telephone numbers and emergency services numbers are available at all times when transporting children in care. (in written form) |  | |
|  | |  | |  | | | | All excursions/ destinations forms and risk assessments have been approved and parent permission gained prior to the excursion and emailed to Consultant and / administration. |  | |

**RISKS IDENTIFIED BY CONSULTANCY**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **RISK MINIMISATION RECOMMENDATION** | **DATE COMPLETED.** |
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