

# **Queanbeyan Family Day Care**

## **Policy and Procedure Manual**

# **Quality Area 3**

## **Physical Environment**

# Queanbeyan Family Day Care – Policy and Procedure Manual

## Quality Area 3 – Physical Environment

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## Physical Environment Policy

### 1. OUTCOMES:

Child will have a safe and hygienic environment. The environment will also provide opportunities, both indoors and outdoors, for children to explore their environment. Children will also be given the opportunity to explore their local community with excursions/outings to community events, local parks, or a walk around the block

### 2. POLICY:

Educators registered with Queanbeyan Family Day Care are required to ensure that the educational program and practice is stimulating and engaging and enhances children's learning and development.

### 3. RELEVANT LEGISLATION

Education and Care Services National Regulations 2011  
Education and Care Services National Law Act 2010

### 4. CONTENT

Educators will provide children with the opportunity to explore their environment. Where an educator's environment does not provide access to a natural environment such as plants, trees, gardens, rocks, mud, water, it will be necessary for the educator to undertake outings/excursions to ensure that children are able to access such items.

### 5. PERFORMANCE INDICATORS:

- Number of excursions/regular outings undertaken to community locations
- Number of excursions/regular outings undertaken to local parks and reserves

### 6. KEY RESOURCES:

[www.acecqa.gov.au](http://www.acecqa.gov.au)

[www.qprc.nsw.gov.au](http://www.qprc.nsw.gov.au)

[www.education.gov.au/child-care-service-handbook-0](http://www.education.gov.au/child-care-service-handbook-0)

Guide to the National Quality Standard 2011

Staying Healthy in Childcare 5<sup>th</sup> Edition;

[www.humanservices.gov.au](http://www.humanservices.gov.au);

[www.kidsafe.com.au](http://www.kidsafe.com.au);

[www.dec.nsw.gov.au](http://www.dec.nsw.gov.au);

Education and Care Services National Regulations 2012

Education and Care Services National Law 2011

### 7. RELEVANT PROCEDURES

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## **Risk Assessments and Safety Audits of Family Day Care Premises Policy**

### **1. OUTCOMES:**

Child will have access to a safe, healthy and hygienic environment.

### **2. POLICY:**

Educators will provide children with a safe, healthy and hygienic environment by undertaking regular risk assessments of their property as well as conducting daily safety audits

### **3. RELEVANT LEGISLATION**

Education and Care Services National Regulations 2011  
Education and Care Services National Law Act 2010  
Work Health and Safety Act 2011  
Work Health and Safety Regulation 2011

### **4. CONTENT**

Queanbeyan Family Day Care conducts a risk assessment of educators' premises each year.

Child Development Officers will also conduct a random check of educators' homes whilst on visits.

In addition, educators are required to conduct a safety audit of their home at least once a day. Copies of safety audits must be completed and kept.

### **5. PERFORMANCE INDICATORS:**

- Number of issues raised during risk assessments by Co-ordination Unit staff
- Number of educators who need to be re-assessed
- Number of educators who routinely undertake safety audits daily

### **6. KEY RESOURCES:**

[www.acecqa.gov.au](http://www.acecqa.gov.au);

[www.qprc.nsw.gov.au](http://www.qprc.nsw.gov.au);

[www.education.gov.au/child-care-service-handbook-0](http://www.education.gov.au/child-care-service-handbook-0)

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[www.humanservices.gov.au](http://www.humanservices.gov.au)

[www.kidsafe.com.au](http://www.kidsafe.com.au)

[www.dec.nsw.gov.au](http://www.dec.nsw.gov.au)

Education and Care Services National Regulations 2012

Education and Care Services National Law 2011

### **7. RELEVANT PROCEDURES**

[Risk Assessment – Procedure](#)

[Daily Safety Audits – Procedure](#)

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## **Risk Assessment – Procedure**

Educators registered with Queanbeyan Family Day Care are required to provide a safe, hygienic and healthy environment for children in care at all times.

Educators undergo an annual risk assessment. This is undertaken by the Nominated supervisor and involves the following:

- A check of the home and environment
- A check of all areas of the home, whether it is used for family day care purposes, or not
- Sight of a current car check certificate
- Check that developmental checklists are being completed
- Check that portfolios are being completed and are current
- Check that emergency evacuation and lockdown procedures are being conducted every 3 months
- Evaluation of the program is occurring.

Where issues are identified at the time of risk assessment, educators will be required to rectify the problem in a specified time frame.

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## Daily Safety Audits – Procedure

Educators registered with Queanbeyan Family Day Care are required to provide a safe, hygienic and healthy environment for children in care at all times. Educators must undertake a daily safety audit of their home each day. This will identify problems and hazards before these conditions result in accidents or injuries.

The daily safety audit form can be developed by educators to ensure that it addresses specific issues related to the home. The scheme also has a pro forma which addresses general issues in the educators' environment.

The daily safety audit form is to be completed at least once a day, preferably at the beginning of the day before children come into care. In some instances, it may be necessary to check the home on more than one occasion each day, e.g., after school age children depart for school.

Daily safety audit forms are to be kept by educators.

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## Storage of Dangerous Substances and Equipment Policy

### 1. OUTCOMES:

Children will be provided with a safe, healthy and hygienic environment.

### 2. POLICY:

Educators will provide children with a safe, healthy and hygienic environment by ensuring that dangerous substances and equipment are inaccessible to children.

### 3. RELEVANT LEGISLATION

Education and Care Services National Regulations 2011  
Education and Care Services National Law Act 2010

### 4. CONTENT

Educators are required to ensure that dangerous substances are locked away and are inaccessible to children in care.

Dangerous equipment (including machinery and sharp implements) will be locked away and inaccessible to children in care.

### 5. PERFORMANCE INDICATORS:

- Level of participation from parents and children in the educational program and practice
- Parental feedback

### 6. KEY RESOURCES:

[www.acecqa.gov.au](http://www.acecqa.gov.au);

[www.qprc.nsw.gov.au](http://www.qprc.nsw.gov.au);

[www.education.gov.au/child-care-service-handbook-0](http://www.education.gov.au/child-care-service-handbook-0)

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Education and Care Services National Regulations 2012

Education and Care Services National Law 2011

### 7. RELEVANT PROCEDURES



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## Sustainability Policy

### 1. OUTCOMES:

Children will have an understanding of sustainability such as saving water, using natural products, recycling products.

### 2. POLICY:

Educators will provide children with the opportunity to explore their environment and learn about sustainability practices such as vegetable gardens, worm farms, recycling, saving water, saving electricity.

Educators will conduct their business in an environmentally friendly way.

### 3. RELEVANT LEGISLATION

Education and Care Services National Regulations 2011  
Education and Care Services National Law Act 2010

### 4. CONTENT

The National Quality Framework asks education and care services to take an active role in caring for its environment and contribute to a sustainable future. This can be achieved by embedding sustainable practices into service operations, and supporting children to become environmentally responsible and to show respect for the environment.

The following principles apply when considering a service approach to sustainability:

- Children of all age groups learn about environmental issues
- Items and materials are appropriately reused or recycled in an environmentally sustainable way
- General waste and hazardous materials are disposed of in an environmentally sustainable way
- Food scraps are discarded in an environmentally sustainable way
- Energy consumption is controlled to reduce impact on the natural environment
- Water is promoted as a precious natural resource
- The environmental footprint of the production and transport of certain products is assessed against sustainable development principles
- The protection and conservation of biodiversity is promoted.

### 5. PERFORMANCE INDICATORS:

- Number of educators who display sustainability practices to children in care
- Number of educators who involve children in sustainable practices

# Sustainability Policy

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## 6. KEY RESOURCES:

<http://www2.canterbury.nsw.gov.au/LittleGreenSteps/little-green-steps-report.pdf>;

[www.eceen.com.au](http://www.eceen.com.au)

[www.acecqa.gov.au](http://www.acecqa.gov.au)

[www.qprc.nsw.gov.au](http://www.qprc.nsw.gov.au)

[www.education.gov.au/child-care-service-handbook-0](http://www.education.gov.au/child-care-service-handbook-0)

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[www.dec.nsw.gov.au](http://www.dec.nsw.gov.au)

Education and Care Services National Regulations 2012

Education and Care Services National Law 2011

[www.theempowerededucatoronline.com](http://www.theempowerededucatoronline.com)

[www.eceen.org.au](http://www.eceen.org.au)

## 7. RELEVANT PROCEDURES

[Sustainability – Additional Information](#)

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## Sustainability – Additional Information

The following information provides some ideas about how educators can embed sustainability practices into their everyday program:

- Potted plants inside and outside
- Flowers planted in outdoor area for children to cut and use in their play
- Access to quality wooden trade resources
- Access to natural materials such as pebbles, rocks, sand, dirt, gardens, branches etc.
- Mulch gardens and vegie patch
- Install a small worm farm
- Make a small (or large) vegetable garden or flower garden for the children to help
- Label bedding so they can be reused for same child during the week to cut down on washing and water use.
- Install a water tank for use when watering gardens or during water play
- Ensure toilet used for the children has a half flush button and provide education around this
- Display pictures of taps being turned off
- Recycle paper for craft and drawing
- Cut cardboard boxes up when new resources are purchased and add to your supply of cardboard
- Provide a tub or bin for the children to add recycled materials and paper for craft. Encourage use from this bin.
- Use child sized bins for scrap containers – waste, organic, recycle (colour code them with council's bins)
- Set up a routine of children helping to empty organic scraps into the compost or feed the chickens or worms.
- Use washing line for children's bedding and soft toys – provide small air hanger for children to hang small things up themselves.
- Use energy efficient globes and turn off lights when not needed – ask children their opinion on when to turn off and on
- Use non toxic and environmentally friendly cleaning products with reusable cloths.
- Include stories and games with environmental content regularly on the shelves
- Include stories in parent newsletters of any sustainability focused activities and their outcomes
- Send home flower cuttings, vegies and seeds with the children to share with their family

## Sustainability – Additional Information

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To demonstrate the activities undertaken relating to sustainability practices, educators are encouraged to undertake the following:

- Display photos of children demonstrating sustainability practices/activities
- Display photos of children using natural materials.
- Write down conversations and include them in the children's portfolios or observations
- Use checklists and photo stories
- Include intentional teaching activities on the program
- Ensure the indoor and outdoor environment reflect embedded practices, natural materials and resources as well as child friendly signs
- Record conversations as children create or build with natural materials
- Write a basic sustainability policy for your service
- Include information in parent newsletters about where toys and resources are sourced from
- Write down any parent feedback on the program or in the reflections/daily diary
- Include photos in the bathroom of turning taps off and an arrow to the half flush button on the toilet.
- Label bins, buckets with recycling and organic as well as waste

[www.theempowerededucatoronline.com](http://www.theempowerededucatoronline.com)

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## Telephone Policy

### 1. OUTCOMES:

Children will have access to a safe environment.

### 2. POLICY:

Educators will have an operating telephone.

### 3. RELEVANT LEGISLATION

Education and Care Services National Regulations 2011

Education and Care Services National Law Act 2010

### 4. CONTENT

The telephone may include a mobile telephone, but only if the telephone has adequate reception and is maintained in a state of operation such that it may be used immediately at any time.

Frequently the initial contact between parents and educators is made by the telephone. It is important that educators have a polite and courteous telephone manner.

### 5. PERFORMANCE INDICATORS:

- Number of instances when educators who do not have an operating phone

### 6. KEY RESOURCES:

[www.acecqa.gov.au](http://www.acecqa.gov.au)

[www.qprc.nsw.gov.au](http://www.qprc.nsw.gov.au)

[www.education.gov.au/child-care-service-handbook-0](http://www.education.gov.au/child-care-service-handbook-0)

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[www.kidsafe.com.au](http://www.kidsafe.com.au)

[www.dec.nsw.gov.au](http://www.dec.nsw.gov.au)

Education and Care Services National Regulations 2012

Education and Care Services National Law 2011

### 7. RELEVANT PROCEDURES

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## First Aid Certificate Policy

### 1. OUTCOMES:

Children will have access to a safe, healthy and hygienic environment.

### 2. POLICY:

All educators registered with Queanbeyan Family Day Care must hold a current approved First Aid Certificate.

### 3. RELEVANT LEGISLATION

Education and Care Services National Regulations 2011  
Education and Care Services National Law Act 2010

### 4. CONTENT

All educators registered with Queanbeyan Family Day Care must hold a current approved First Aid Certificate (HLTAID004 includes all the necessary components of a First Aid Certificate required by ACECQA) and the certificate is to be obtained from a Workcover appointed organisation such as Red Cross, St John Ambulance, Parasol EMT, Allens (see National Regulations for more detailed information).

Educators are also required to ensure that the CPR component of the First Aid Certificate is revised every 12 months.

In addition, educators must have undertaken current approved:

- Anaphylaxis management training
- Emergency asthma management training

This training must be undertaken every three years.

### 5. PERFORMANCE INDICATORS:

- Number of incidents where educators do not have a current first aid

### 6. KEY RESOURCES:

[www.acecqa.gov.au](http://www.acecqa.gov.au)

[www.qprc.nsw.gov.au](http://www.qprc.nsw.gov.au)

[www.education.gov.au/child-care-service-handbook-0](http://www.education.gov.au/child-care-service-handbook-0)

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[www.kidsafe.com.au](http://www.kidsafe.com.au)

[www.dec.nsw.gov.au](http://www.dec.nsw.gov.au)

Education and Care Services National Regulations 2012

Education and Care Services National Law 2011

### 7. RELEVANT PROCEDURES

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## First Aid Kit Policy

### 1. OUTCOMES:

Children will have access to a safe, healthy and hygienic environment.

### 2. POLICY:

Queanbeyan Family Day Care educators must have a suitably equipped first aid kit easily recognisable and readily accessible to adults. The location of the first aid kit must be shown on the educator's emergency and evacuation procedures.

### 3. RELEVANT LEGISLATION

Education and Care Services National Regulations 2011  
Education and Care Services National Law Act 2010

### 4. CONTENT

The contents of the first aid kit must meet the guidelines set out by the WorkCover Authority under the Occupational Health and Safety Act 2000 and checked regularly by educators to ensure that all items are not "out of date".

NSW Regulation C First Aid Kit

ADHESIVE STRIPS	50
AMPUTATION BAG SET 2	1
BANDAGE TRIANGULAR	1
CONFORMING BANDAGE 5CM	1
FIRST AID BOOKLET	1
LATEX GLOVES PAIR	1
NO 15 WOUND DRESSING	1
SAFETY PINS	12

Educators are also required to have a first aid kit which can be taken on excursions..

### 5. PERFORMANCE INDICATORS:

- Contents of the first aid kit are as outlined above
- First aid kit is located out of reach of children and clearly identified

### 6. KEY RESOURCES:

<http://www.allstatefirstaid.com.au/workplacea.html#C>

[www.acecqa.gov.au](http://www.acecqa.gov.au)

[www.qprc.nsw.gov.au](http://www.qprc.nsw.gov.au)

[www.education.gov.au/child-care-service-handbook-0](http://www.education.gov.au/child-care-service-handbook-0)

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[www.humanservices.gov.au](http://www.humanservices.gov.au)

[www.kidsafe.com.au](http://www.kidsafe.com.au)

[www.dec.nsw.gov.au](http://www.dec.nsw.gov.au)

Education and Care Services National Regulations 2012

# First Aid Kit Policy

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Education and Care Services National Law 2011

## 7. RELEVANT PROCEDURES



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## Fire Safety Equipment Policy

### 1. OUTCOMES:

Children will have access to a safe, healthy and hygienic environment.

### 2. POLICY:

Educators' premises must be equipped with the following equipment:

- Appropriately located smoke detectors
- A fire blanket located adjacent to the cooking facilities
- Appropriately located fire extinguishers

### 3. RELEVANT LEGISLATION

Education and Care Services National Regulations 2011  
Education and Care Services National Law Act 2010

### 4. CONTENT

Fire protection equipment must be inspected every six months and after any use. Documentation in relation to the inspection must be provided to the Co-ordination Unit (Australian Standard AS1851-2005).

The scheme has organised regular inspections of fire equipment. If educators choose to have their fire equipment checked separately, they will need to provide appropriate documentation from an approved person and ensure that the checks are completed every 6 months.

Where educators are required to purchase new fire equipment, it will be necessary to have the equipment checked within 28 days of purchase. The equipment will still need to be checked at the next regular check with the scheme unless it has been checked within 28 days prior to the regular check. Educators are also required to ensure that the CPR component of the First Aid Certificate is revised every 12 months.

### 5. PERFORMANCE INDICATORS:

- Equipment is located as required
- Equipment is checked every 6 months

### 6. KEY RESOURCES:

[www.acecqa.gov.au](http://www.acecqa.gov.au)

[www.qprc.nsw.gov.au](http://www.qprc.nsw.gov.au)

[www.education.gov.au/child-care-service-handbook-0](http://www.education.gov.au/child-care-service-handbook-0)

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[www.kidsafe.com.au](http://www.kidsafe.com.au)

[www.dec.nsw.gov.au](http://www.dec.nsw.gov.au)

Education and Care Services National Regulations 2012

Education and Care Services National Law 2011

# Fire Safety Equipment Policy

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## 7. RELEVANT PROCEDURES

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## Cardio Pulmonary Resuscitation Policy

### 1. OUTCOMES:

Children will have access to a safe, healthy and hygienic environment.

### 2. POLICY:

Educators must revise the CPR component of First Aid Certificates every 12 month.

Educators must also have a current CPR chart on display in the area where children spend their time.

### 3. RELEVANT LEGISLATION

Education and Care Services National Regulations 2011  
Education and Care Services National Law Act 2010

### 4. CONTENT

Educators registered with Queanbeyan Family Day Care are required to display adult and child CPR charts in the part of the home where the service is provided. Educators can also choose to display CPR charts in the outdoor area of their home.

### 5. PERFORMANCE INDICATORS:

- Number of incidents where educators do have a current CPR certificate
- Number of incidents where educators do not display a CPR chart

### 6. KEY RESOURCES:

[www.acecqa.gov.au](http://www.acecqa.gov.au)

[www.qprc.nsw.gov.au](http://www.qprc.nsw.gov.au)

[www.education.gov.au/child-care-service-handbook-0](http://www.education.gov.au/child-care-service-handbook-0)

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[www.kidsafe.com.au](http://www.kidsafe.com.au)

[www.dec.nsw.gov.au](http://www.dec.nsw.gov.au)

Education and Care Services National Regulations 2012

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### 7. RELEVANT PROCEDURES