

EDUCATION AND CARE GUIDING PRINCIPLE

(CCFDC) Monitoring, Support and Supervision of FDC Educators

Purpose

Section 169(2)(d) of the Regulations outlines the requirement for FDC services to have a policy and procedures in relation to the monitoring, support and supervision of FDC educators, including how the service will manage educators at remote locations.

This guiding principle aims to support the CCFDC Coordination Unit and educators by:

- ensuring all people are treated equitably;
- protecting the health, safety and wellbeing of children, families, educators and Coordination Unit staff in FDC;
- communicating with educators about their legal and licensing obligations to the services' stakeholders;
- maintaining positive lines of communication when collaborating with children, families, staff, educators and educators' families;
- strengthening the relationship between the educator and Coordination Unit staff;
- developing strategies that assist educators and educators' families to balance their needs and the needs of those children and families using care; and
- promoting opportunities for two-way communication between all stakeholders.

Table of Contents

Definitions	2
Methods of MSS	2
Support visits	3
Annual home safety audit.....	4
Areas covered during MSS	4
Monitoring the quality of care.....	4
Monitoring the care environment	4
Supporting the educator	4
Observing the children in care	5
Issues which arise from the service	5
Grievances and complaints resulting from MSS	5
Attachments.....	5

Definitions

CCFDC:	Cumberland Council Family Day Care
CDO:	Child Development Officer
FDC:	Family Day Care
Educator:	FDC educator
Families:	Parents, caregivers and/or guardians
MSS:	Monitoring, support and supervision
NQF:	National Quality Framework
QIP:	Quality Improvement Plan
Regulations:	<u>Education and Care Services National Regulations</u>

Methods of MSS

The CCFDC Coordination Unit provides MSS of the educators via a number of methods which include:

- Face to face visits, including:
 - formal home visits – thorough report written, or
 - short home visits – dropping off resources, documents, etc
 - programming visits
 - Annual Home Safety Audit
- Phone calls, including via:
 - Skype
 - Microsoft Teams
 - WhatsApp
 - video calls
- Emails, including the provision of operational information, educational program support, etc
- Kindyhub posts
- Park/excursion sessions
- Play sessions
- Formal and service-based training

Educators will be informed during the recruitment, selection and induction process about the importance of the different methods of MSS provided by the Coordination Unit, including face to face visits in the educator's home. This particular method is highlighted as a teaching tool and an opportunity to provide support to the educators in their role.

CCFDC recruit educators in the local government catchment area. Educators outside the area or in remote locations may be considered, however a determination will be made by the centre director taking into consideration distance from the home to the Coordination Unit to ensure adequate support can be provided, including responding in an emergency and conducting regular formal and short home visits.

MSS may also be conducted via a video call between the educator and CDO in addition to face to face home visit; or when face to face visits are restricted due to pandemic precautions, staff leave, or other reasons as determined by the centre director. CDO will document video home visit using Video Home Visit form.

Support visits

MSS can occur on any day and anywhere that the educator is visiting, and children are being educated and care for by a registered educator. For example, visits may occur in the educator's home, at play session (FDC operated or educator operated), in parks and libraries.

During face to face visits, play session and excursions, the children in care are observed in their different environments, which can reassure families that the coordination unit staff, and the educators are monitoring their child's education and care requirements.

MSS can be unannounced or scheduled. Unannounced MSS allows the CDO to gain an insight into the environment, different interactions and behaviours of educators and the children who are being cared for and educated. They also provide opportunities for educators to be observed fulfilling their roles and responsibilities in any care environment. These visits also allow the CDO to directly observe children's agency in their active learning environment, without concern that the observed activities have been specially prepared.

Scheduled visits allow the educator to reflect in preparation for the visit. This may involve educators developing a list of questions to discuss, planning on involving the CDO in the visit or preparing a child who is fearful of new people or situations.

The Coordination Unit staff will:

- endeavour to visit and/or conduct phone visits with educators on a frequency as determined by the centre director based on the educator's skills, experience and history of compliance. Extra visits may be scheduled to address professional development, complaints or when requested by the educator
- maintain regular contact and maintain open communication with educators, through support visits including home visits, by phone, email, play session, outings, and drop-in visits or training sessions
- carry out support visits at different times of the day, morning, midday and afternoon. Support visits will also be carried out on different days of the week to ensure that the CDO is able to meet all of the children in care where possible. The days and times of the visits will be within the educator's operational hours. Weekend visits will occur every quarter.

Educators to inform the Coordination Unit if they are going out or not working. This will ensure that the CDO does not visit educators who are out or not working. This will also help in determining the location of educators and FDC children in case of emergencies.

During support visits, the Coordination Unit staff will:

- discuss ways that the educators can plan and evaluate children's learning and development
- address any concerns or issues that may arise from either the educator or the Coordination Unit
- observe and interact with children in care and share information with families when required.
- deliver and discuss new guiding principles, as well as guiding principles that have been updated and how they affect the educators' roles
- support educators in developing procedures and routines which reflect best practices and work in their environment

- support educators to develop goals as part of the educators' QIP (refer to attached QIP Projects/Goals form)
- support Educational Leadership with guidance on experiences and activities which reflect the NQF
- sign in the educator's visitor book/QR codes at the commencement and conclusion of a home visit as a record of attendance.

Annual home safety audit

In addition to home visits, the educators will undergo an annual home safety audit, which includes a safety check on the physical environments in the registered areas of FDC home. Unregistered areas are sighted and must be made inaccessible to children. Safety checks are not required in unregistered areas at FDC home. Administration checks are also carried out to ensure all compliance documentation is current and available at the FDC home and copies are to be kept on file at the FDC office. Once the audit is complete, centre director / CDO will complete Home Safety Audit Follow Up. This will outline action items for CDO and educator to follow up.

Areas covered during MSS

Monitoring the quality of care

The quality of care provided shall be determined by:

- the quality of educator/child/family communication;
- the appropriateness of behaviour management techniques by the educator;
- documentation of children's learning and development;
- maintenance of administration, record keeping in accordance with guiding principles and regulations;
- active supervision of children;
- presentation of the home;
- routine times.
- Resources provided to the children to support play-based learning.

Monitoring the care environment

The environment of care provided shall be determined by:

- health and hygiene standards
- Work, Health and Safety standards
- evidence of meeting the interests and needs of the children in care.

Supporting the educator

During MSS, the educators will be supported in developing procedures which reflect best practices and assist educators in meeting their professional and personal responsibilities. MSS provide opportunities for informal learning, encouraging reflective thinking, and role modelling appropriate practices and behaviours.

Coordination Unit staff and educators will work together in achieving and discussing:

- meeting the developmental needs of the children in care
- planning for children's interests and experiences
- issues and concerns of each of the families using the educators' services

- professional learning and development
- administration and accountability requirements.

Observing the children in care

CDOs will identify and discuss:

- children's developmental needs
- the appropriateness of experiences in relation to children's ages, development and interests
- experiences that are sensitive to children's backgrounds and families' cultures
- behaviour management techniques
- communication strategies with families.

Issues which arise from the service

Coordination Unit staff will identify and discuss:

- services' guiding principles, policies, procedures, regulations and the NQF
- educators' duty of care and code of conduct
- QIP goals
- confidentiality issues relating to matters including children, families, educators and the Coordination Unit.

Grievances and complaints resulting from MSS

There may be occasions when Coordination Unit staff and educators need assistance in resolving a grievance, complaint or to resolve a conflict, which may result from MSS.

In the event that there is a grievance/complaint, educators are required to, where possible, speak directly to the CDO or Coordination Unit staff member who the grievance is with. If this is not possible, educators are to contact the FDC centre director to discuss their concerns on 8757 9076.

In the event that the grievance/complaint relates to the centre director, the educator is asked to contact the Education and Care Coordinator.

The grievance/complaint will be investigated, and educators will be advised (where appropriate) of the outcome and any follow up required.

Attachments

	Page No.
<u>Home Visit Report</u>	7
<u>Video Home Visit Report</u>	11
<u>Short Home Visit with Family Day Care Educator</u>	15
<u>Educational Support Visit Report with Family Day Care Educator</u>	17
<u>Home Safety Audit Follow Up</u>	19
<u>Annual Home Safety Audit</u>	20
<u>QIP Projects / Goals</u>	45

Related Legislation and Online Resources

- [Education and Care Services National Regulations](#): Sections [168](#) and [169\(2\)\(d\)](#)
- Australian Children's Education and Care Quality Authority (ACECQA), [National Quality Standards: QA1, QA2, QA3, QA4, QA5, QA6, QA7](#)
- [Children \(Education and Care Services\) National Law \(NSW\)](#)
- [National Quality Framework](#)

Related Documents and Council Policies

- [Cumberland City Council's Code of Conduct](#)
- Cumberland City Council Education and Care:
 - [\(CCFDC\) Recruitment, Registration, Leave and Managing Non-Compliance Guiding Principle](#)
 - [Education and Care Code of Conduct Handbook](#)
 - [Educator Agreement](#)

Authorisation & Version Control

Guiding Principle owner	<i>Manager Children Youth and Families</i>
Authorised by	<i>Education and Care Management Team</i>
ECM no.	<i>8718929</i>
Implementation date	<i>December 2021</i>

HOME VISIT REPORT

A Reflection of Educator and Child Development Officer

Educator: Date: Time in: Time out:

Type of visit:

Children in care: (Children (Education and Care Services) National Law (NSW): Section 169 Education and Care Services National Regulations: Section 124)	Under school age children: School age children:
Children absent:	
Other adults/children present: (Education and Care Services National Regulations: Sections 163-166)	

CDO TO OBSERVE	YES/NO	COMMENTS
Program is accessible, evaluated and reflective of the NQF <i>NQS QA 1, 5, 6; National Law: Section 168; Regulations 73-76</i>		
Children's journals are up to date, accessible and are reflective of the NQF <i>NQS QA 1, 5, 6; National Law: Section 168; Regulations 73-76</i>		
Educator's interactions and routine observed during home visit <i>NQS QA All areas; Regulations 77, 81, 112, 155, 156, 157, 159, 168</i>		
Television / Computer / Radio / Music <i>NQS QA 1</i>		

CDO TO OBSERVE	YES/NO	COMMENTS
UV Index Record is completed and up to date (twice daily, signed off and sighted)		
Work Health & Safety of the Indoors <i>NQS QA 1, 2, 3, 4; National Law Section 165, 167; Regulations 82, 99, 103—110, 116, 117</i>		
• Barriers in place		
• House has adequate ventilation		
• Sufficient lighting		
• Temperature comfortable		
• General environment tidy		
• Play areas safe		
• Children are supervised		
• Security /front door key locked at all times and keys readily accessible		
• All registered areas sighted		
Work, Health and Safety of the Outdoors <i>NQS QA 1, 2, 3, 4; National Law Section 165, 167; Regulation 82, 99, 104 -110, 116, 117</i>		
• Sufficient shade		
• Lawns and yard tidy		
• Hose connected		
• Children are supervised		
Daily Safety Audit, Sleep Supervision Checklist and Cleaning Checklist completed daily and accessible <i>NQS QA 2, 3; National Law 167; Regulation 103, 116</i>		Daily Safety Audit: Sleep Supervision Checklist: Cleaning Checklist:
Accident/Incident Reports and medication forms Copy of reports sent to CCFDC <i>Regulation 85-89, 143B</i>		
Review and changes to Guiding Principles and Policies are displayed <i>NQS QA All areas, Regulations 171, 172</i>		Guiding principles to be reviewed are listed on educator's monthly calendars which are displayed for families to view

Focus area of the month	
NQS QIP progress	
Follow-up from previous visit	
Paperwork given to Educator	Paperwork to be returned to the office
General / Educator comments	
Children's contributions (photo, observation, behaviour, conversation, artwork)	

Follow up from this visit**Educator follow-ups:****CDO follow-ups:****Issues raised with Centre Director (if any)**

I am aware that the maximum number of children I can care for under school age is 4, and the maximum number of children under 13 years is 7. My own children are included in these numbers. During my registered service hours of business, I can only care for children that are registered with the Cumberland Council FDC Scheme. I will notify the Cumberland Council FDC Scheme if there are any changes that occur or are planned to occur to my residence or the people living in that residence are different from my Home Safety Audit.

CDO signature: Date:.....

Educator signature: Date:.....

VIDEO HOME VISIT REPORT

A Reflection of Educator and Child Development Officer

Educator: Date: Time of call: Call duration:

Type of visit: *Video call with educator due to COVID cases in the local community*

Children in care: (Children (Education and Care Services) National Law (NSW): Section 169 Education and Care Services National Regulations: Section 124)	Under school age children: School age children:
Children absent:	
Other adults/children present: (Education and Care Services National Regulations: Sections 163-166)	

CDO TO OBSERVE	YES/NO	COMMENTS
Program is accessible, evaluated and reflective of the NQF <i>NQS QA 1, 5, 6; National Law: Section 168; Regulations 73-76</i>		
Children's journals are up to date, accessible and are reflective of the NQF <i>NQS QA 1, 5, 6; National Law: Section 168; Regulations 73-76</i>		
Educator's interactions and routine observed during home visit <i>NQS QA All areas; Regulations 77, 81, 112, 155, 156, 157, 159, 168</i>		
Television / Computer / Radio / Music <i>NQS QA 1</i>		

CDO TO OBSERVE	YES/NO	COMMENTS
UV Index Record is completed and up to date (twice daily, signed off and sighted)		
Work Health & Safety of the Indoors <i>NQS QA 1, 2, 3, 4; National Law Section 165, 167; Regulations 82, 99, 103—110, 116, 117</i>		
• Barriers in place		
• House has adequate ventilation		
• Sufficient lighting		
• Temperature comfortable		
• General environment tidy		
• Play areas safe		
• Children are supervised		
• Security /front door key locked at all times and keys readily accessible		
• All registered areas sighted		
Work, Health and Safety of the Outdoors <i>NQS QA 1, 2, 3, 4; National Law Section 165, 167; Regulation 82, 99, 104 -110, 116, 117</i>		
• Sufficient shade		
• Lawns and yard tidy		
• Hose connected		
• Children are supervised		
Daily Safety Audit, Sleep Supervision Checklist and Cleaning Checklist completed daily and accessible <i>NQS QA 2, 3; National Law 167; Regulation 103, 116</i>		Daily Safety Audit: Sleep Supervision Checklist: Cleaning Checklist:
Accident/Incident Reports Copy of reports sent to CCFDC <i>Regulation 85-89, 143B</i>		
Review and changes to Guiding Principles and Policies are displayed <i>NQS QA All areas, Regulations 171, 172</i>		Guiding principles to be reviewed are listed on educator's monthly calendars which are displayed for families to view

Focus area of the month**NQS QIP progress****Follow-up from previous visit****Paperwork emailed to Educator****Paperwork emailed to the office****General comments**

COVID-19 precautionary measures are currently being implemented by Cumberland City Council to minimise the spread of the virus:

- Excursions are currently on hold until further notice
- School/home transport will still occur however educators and children must adhere to strict hand washing and hygiene practices
- Face to face CDO home visits are currently on hold due to recent cases of COVID in the local community. These will be replaced by video and phone contact with FDC Educators
- Home safety audits will be carried out when due
- Children who are unwell will not be allowed to come in to care, or stay in care if they become unwell whilst in care
- Educators and families are encouraged to continue good hand washing and hygiene practices

Your support and cooperation is appreciated. These measures are in place to protect you, your FDC children and your own family.

Follow up from this visit**Current vacancies**

Monday	Tuesday	Wednesday	Thursday	Friday

Issues raised with Centre Director (if any)

I am aware that the maximum number of children I can care for under school age is 4, and the maximum number of children under 13 years is 7. My own children are included in these numbers. During my registered service hours of business, I can only care for children that are registered with the Cumberland Council FDC Scheme. I will notify the Cumberland Council FDC Scheme if there are any changes that occur or are planned to occur to my residence or the people living in that residence are different from my Home Safety Audit.

CDO signature:Date:.....

Educator signature: *As this report was completed as a Video Call, the Educator will not be signing the form, however it will be emailed to the Educator with the opportunity for them to add or request to amend any of the information outlined.*



SHORT HOME VISIT WITH FAMILY DAY CARE EDUCATOR

Educator: Date: Time in: Time out:

Purpose of home visit:

Children in care: <i>(Children (Education and Care Services) National Law (NSW): Section 169 Education and Care Services National Regulations: Section 124)</i>	Under school age children: School age children:
Children absent:	
Other adults/children present: <i>(Education and Care Services National Regulations: Sections 163-166)</i>	

Observed during home visit	YES/NO	COMMENTS
Work Health & Safety of the Indoors <i>NQS QA 1, 2, 3, 4; National Law Section 165, 167; Regulations 82, 99, 103-110, 116, 117</i>		
• Security /front door key locked at all times and keys readily accessible		
• Barriers in place		
• House has adequate ventilation		
• Sufficient lighting		
• Temperature comfortable		
• General environment tidy		
• Play areas safe		
• Children are supervised		
• All registered areas sighted		

Observed during home visit	YES/NO	COMMENTS
Work, Health and Safety of the Outdoors <i>NQS QA 1, 2, 3, 4; National Law Section 165, 167; Regulation 82, 99, 104 -110, 116, 117</i>		
• Sufficient shade		
• Lawns and yard tidy		
• Hose connected		
• Children are supervised		
What were the children and educator engaged in during the home visit		
General comments		
Educator comments		
Any issues raised with Centre Director		

Staff member completing home visit and report:

Staff member signature: Date:.....

Educator signature: Date:.....



CUMBERLAND
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EDUCATIONAL LEADER SUPPORT VISIT REPORT WITH FAMILY DAY CARE EDUCATOR

Educator name:

Date of visit: Arrival time:..... Departure time:

Children in care: <i>(Children (Education and Care Services) National Law (NSW): Section 169 Education and Care Services National Regulations: Section 124)</i>	
Children absent:	
Other adults/children present: <i>(Education and Care Services National Regulations: Sections 163-166)</i>	

Observed during home visit	Yes/No	Comments
Security /front door key locked at all times and keys readily accessible <i>NQS QA 2, 3 ;National Law: Section 167, Regulation 99</i>		
Work, Health & Safety of the Indoors <i>NQS QA 1, 2, 3, 4; National Law Section 165, 167; Regulations 82, 99, 103—110, 116, 117</i>		
Work, Health and Safety of the Outdoors <i>NQS QA 1, 2, 3, 4; National Law Section 165, 167; Regulation 82, 99, 104 -110, 116, 117</i>		

Program completed and current
Current events / celebrations documented
Kindyhub observations / learning stories
Project or goal – identified and progress
Follow up

Staff member completing home visit and report:

Staff member signature:.....

Date:



Educator's name:

Date completed:..... Follow up due to be completed by:.....

[illegible]



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CUMBERLAND COUNCIL FAMILY DAY CARE ANNUAL HOME SAFETY AUDIT

Risk Management for Family Day Care Educators Home Environments

[Work Health and Safety Act 2011](#) & [Work Health and Safety Regulation 2017](#)

ALL REGISTERED PARTS OF YOUR HOME ARE YOUR WORKPLACE EVERYONE IN THE WORKPLACE HAS A ROLE TO PLAY IN WORK HEALTH AND SAFETY

A self-employed person must ensure, so far as is reasonably practicable, his or her own health and safety while at work.

The person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.

Registered Educator				
Educator's name:		WWCC number:	Expiry:	National police check reference no.
Address:				
Home phone:	Mobile:		Email:	
Date of registration:		Maximum no. of children placed with Educator:		
Evacuation plan for CCFDC office provided: Yes / No		Covid-19 vaccination certificate sighted <input type="checkbox"/> Sighted by: (insert initials) Date:		

Date assessed by Educator:	Date verified by Coordination / Development Unit:
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Identified areas of home which constitute the “Workplace”		

Areas of exclusion	How excluded	FDC staff sighted ✓

Adult household members (18 years+)	WWCC number	Expiry	National police check reference no.	Expiry	Covid-19 vaccination certificate sighted ✓
					<input type="checkbox"/> Date: Sighted by:
					<input type="checkbox"/> Date: Sighted by:
					<input type="checkbox"/> Date: Sighted by:
					<input type="checkbox"/> Date: Sighted by:

Compliance check	Date completed	Next due date	Office copy & initials	Changes since last safety audit Y/N – Comments	FDC staff initials
Proof of work rights in Australia Australian Citizenship					
Glass safety compliance (under 0.75m for educators approved before 1 June 2014 / under 1m for educators approved after 1 June 2014) Areas: Windows and doors					
Safety Switch Installation Certificate					
Hot water regulated to 50° (evidence required)					
Qualifications Diploma in Children's Services					
First Aid Certificate (3 yearly) HLTAID004					
CPR training (yearly) HLTAID001					
Identify and respond to children and young people at risk (one off)					
Child protection refresher (18 months)					
Safe food handling (3 yearly)					
Fire protection training (3 yearly)					
Fire extinguisher, fire blanket, smoke detectors (6 monthly)					
Car restraints (annually)					
Driver's licence					
Pest control (annually or as required by product recommendations if completed by educator)					
Public liability (annually)					

Compliance check	Date completed	Next due date	Office copy & initials	Changes since last safety audit Y/N – Comments	FDC staff initials
Cots are to Australian Standards <i>Household cot AS/NZS 2172:2010</i> <i>Portable folding cot AS/NZS 2195:2010</i>					
Prams / Strollers fitted with a five-point harness and are to Australian Standards AS/NZS 2088:2000					
Advertising / marketing materials – CCFDC approved • •					
Swimming Pool Compliance Certificate (to be completed 3 yearly)					

Administration checklist	Educator Yes / No	Staff Yes / No
Educator Agreement read and signed? (yearly)		
Medical Certificate obtained and copy provided to CCFDC? (yearly or more frequently if required)		
Are your child / parent information folders up to date? Do you have: • Completed enrolment forms, emergency contacts, doctors, action plans, early intervention information for each child in care?		
• Adequate record retention, with a safe place to keep confidential material?		
• Risk assessment information up to date, routine excursion forms, risk assessment forms etc		
Is your emergency contact sheet easily accessible at all times, and up to date?		
Are your timesheets signed in and out daily, absences noted, correct codes being used?		
Do you give your parents a receipt when they pay for fees, deposits etc?		
Is your program on display and based on an approved learning framework? (EYLF / MTOP)		
Do you have a supply of all necessary forms e.g. accident, incident, medication etc?		
Is your guiding principle and policy folder up to date or accessible on the internet?		

Administration checklist	Educator Yes / No	Staff Yes / No
Does your display board have all of the necessary information?		
• Policy review		
• Educator registration certificate		
• Rating certificate		
• Emergency plan and procedure		
• Daily safety checklist		
• Daily routine		
• Monthly calendar		
• Allergy aware sign		
• Risk of anaphylaxis sign (if applicable)		
• Personal philosophy		
Safety Data Sheets (SDS) up to date (less than five years old)?		
Do you have a record of all visitors that come into your home whilst caring for FDC children available at all times?		
Do you have access to the current National Regulations, National Law, National Quality Standards and approved Learning Framework documentation on site e.g. Early Years Learning Framework and My Time Our Place?		

General home environment	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
ENTRANCE / SECURITY DOOR SECURE AND DOES IT PREVENT CHILDREN FROM LEAVING THE SERVICE UNSUPERVISED AND UNAUTHORISED PERSONS ENTERING?				Reg 99 Access, Arrival and Departure Guiding Principle Child Safe Environment Guiding Principle		

General home environment	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
IS THE KEY OUT OF REACH OF THE CHILDREN AND EASILY ACCESSIBLE TO THE EDUCATOR?						
House, equipment and furniture clean, safe and well maintained?				Reg 103 & 105 ; NQS 3.1.2		
Adequate natural light well ventilated and comfortable temperature?				Reg 110 Child Safe Environment Guiding Principle		
Design of environment allows for adequate supervision?				Law 165 & 167 ; NQS 2.2.1 Supervision and Interaction Guiding Principle		
Design of environment allows enough space for children?				Reg 116 ; NQS 2.2.1		
Safety plugs fitted in spare power points?				Law 167 Child Safe Environment Guiding Principle Kidsafe Family Day Care Safety Guidelines		
Smoke detectors in appropriate locations?				Kidsafe Family Day Care Safety Guidelines		
Premises equipped with a suitable & fully stocked first aid kit (work cover approved), that is inaccessible to children but readily accessible to educator?				Reg 89 Child Safe Environment Guiding Principle First Aid Guiding Principle Kidsafe Family Day Care Safety Guidelines		
• 50 band aids						
• Small and medium amputation bags						
• 5cm gauze bandage						
• Gloves disposable						
• Safety pins						
• 90cm triangular bandage						
• Wound dressing large sterile non medicated						

General home environment	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
• Small scissors						
• Tweezers						
• Asthma emergency kit						
• Thermometer						
• Ice pack						
• Panadol						
Emergency evacuation bag fully stocked?				Emergency Response / Critical Incident Guiding Principle First Aid Guiding Principle		
• Nappies						
• Books – stories						
• Towel						
• Wet wipes						
• Emergency contact list						
• First aid kit						
• Gloves						
• Water and cups						
• Whistle						
• Tissues						
• Sunscreen						
• Mobile phone						
Most current adult and child cardio-pulmonary resuscitation chart displayed in a prominent position?				Kidsafe Family Day Care Safety Guidelines Accident, Incident and Trauma Guiding Principle First Aid Guiding Principle		
Premises are kept free of vermin and pests?				Cleanliness and Hygienic Practices Guiding Principle Child Safe Environment Guiding Principle		
Fly screens on all windows?				Law 167		

General home environment	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
Are doors and windows that open onto a balcony kept locked when not in use?				Kidsafe Family Day Care Safety Guidelines		
WINDOWS / DOORS USED TO ALLOW VENTILATION ARE SECURED SO CHILDREN ARE UNABLE TO CLIMB THROUGH AND / OR FALL (E.G. HIGH WINDOWS NOT ABLE TO BE OPENED MORE THAN 10CM)?				Kidsafe Family Day Care Safety Guidelines		
Furniture located safely (e.g. away from windows / glass sliding doors)?				Law 167		
Large objects like tvs, entertainment units or wall units secure?				Reg 103 Kidsafe Family Day Care Safety Guidelines		
Ornaments out of children's reach?				Law 167		
Sharp edges on tables and furniture covered?				Reg 103 Kidsafe Family Day Care Safety Guidelines		
Floor covering appropriate (e.g. mat located on tiled floor, non-slip, no trip hazards)?				Reg 103 Child Safe Environment Guiding Principle		
Rugs and mats secured to prevent a fall?				Kidsafe Family Day Care Safety Guidelines		
Blind and curtain cords out of children's reach?				Kidsafe Family Day Care Safety Guidelines		
Glass areas (0.75m or less / 1m or less) glazed with safety glass, treated with safety film or protected with barriers?				Reg 117 Kidsafe Family Day Care Safety Guidelines		

General home environment	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
Have you purchased any glass furniture or replaced glass since your last home safety audit. If yes does it comply with the regulation?						
Sliding glass doors and low-level glass windows marked with stickers at child's eye level?						
Side of stairways, ramp, corridor or hallway, not abutting a wall enclosed?				Kidsafe Family Day Care Safety Guidelines		
Age-appropriate child-proof barriers required at top and bottom of stairs?				Child Safe Environment Guiding Principle Kidsafe Family Day Care Safety Guidelines		
Exercise equipment inaccessible?				Kidsafe Family Day Care Safety Guidelines		
Aquarium safe and stable (motor inaccessible)?				Reg 116 Water Safety Guiding Principle		
Heating and cooling units adequately secured and guarded?				Child Safe Environment Guiding Principle Kidsafe Family Day Care Safety Guidelines	Winter Heating: Summer Cooling:	
Controls of all equipment that may be hazardous to children properly guarded?				Law 167		
Access to an operating telephone at all times?				Reg 98 Kidsafe Family Day Care Safety Guidelines		
Emergency evacuation plan and procedure displayed at each exit?				Reg 97 ; NQS 2.2.2 Emergency Response / Critical Incident Guiding Principle		
Matches / lighters out of children's reach?				Kidsafe Family Day Care Safety Guidelines		
Environment free from the use of tobacco, illicit drugs and alcohol?				Reg 82-83		
Is tobacco, drugs (including prescription medication) and alcohol inaccessible to children?						
Do you have firearms on the premises?				NQS 2.2 & 2.2.1	Storage:	

General home environment	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
If yes:				Child Safe Environment Guiding Principle		
<ul style="list-style-type: none"> Is the firearm(s) licensed 					Storage:	
<ul style="list-style-type: none"> Ammunition is stored in locked container separate to container that holds firearm inaccessible to children 						
Does your daily safety checklist identify all potential risks in your service? (indoors and outdoors)				Law 167 Child Safe Environment Guiding Principle		

Sleeping area	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
Rest time checklist displayed?				Reg 81 ; NQS 2.1.1 Sleep / Rest Guiding Principle		
Mattresses and other bedding clean and comfortable and have waterproof coverings?						
Cots meet Australian standards? Cots checked as per “a guide to cot safety checklist?”				Reg 81 Sleep / Rest Guiding Principle Kidsafe Family Day Care Safety Guidelines		
Bedding arranged:				NQS 2.1.1 Sleep / Rest Guiding Principle Kidsafe Family Day Care Safety Guidelines		
<ul style="list-style-type: none"> in an area that has natural light 						
<ul style="list-style-type: none"> to reduce the risk of cross-infection between children (i.e. store each child’s sheeting separately) 						
<ul style="list-style-type: none"> bed linen washed / sent home 						
<ul style="list-style-type: none"> regularly and changed each time a different child is using a mattress 						
Is the door left open during rest time to allow supervision?				NQS 2.3.1		

Sleeping area	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
Sleeping area designed to ensure that all children are readily accessible to the educator and easily supervised?				Supervision and Interaction Guiding Principle Sleep / Rest Guiding Principle		
Cot / beds located safely (i.e. not near electrical switches, ceiling fans, blind / curtain cords)				Sleep / Rest Guiding Principle		
Inaccessible to children:				Law 167 ; NQS 2.1.1 Sleep / Rest Guiding Principle		
• Medication						
• Coins and other small items						
• toiletries and cosmetics						
An adequate number of cots / beds are available for all children who rest while at the premises?				NQS 2.1.1 Sleep / Rest Guiding Principle		
Children do not share the same bed at the same time				Sleep / Rest Guiding Principle		
Top bunk bed inaccessible to children?				Law 167 ; NQS 2.2.1 Kidsafe Family Day Care Safety Guidelines		
Glass areas (0.75m or less/ 1m or less) glazed with safety glass, treated with safety film or protected with barriers				Reg 117 Kidsafe Family Day Care Safety Guidelines		
Safety plugs fitted in spare power points?				Law 167 Kidsafe Family Day Care Safety Guidelines Child Safe Environment Guiding Principle		

Kitchen	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
Can access to kitchen be restricted?				Kidsafe Family Day Care Safety Guidelines		
Kitchen area safe and hygienic for food preparation & storage?				Reg 77 Healthy Lifestyles and Wellbeing Guiding Principle Kidsafe Family Day Care Safety Guidelines		
Facilities include a stove or microwave, sink, refrigerator, suitable disposal facilities and hot water supply?						
Food stored appropriately to minimise the risk of contamination?						
Ovens, stoves, microwaves inaccessible to children?				Kidsafe Family Day Care Safety Guidelines		
Dishwasher inaccessible to children?						
Safe drinking water is made available to children at all times?				Reg 78 ; NQS 2.1.3 Healthy Lifestyles and Wellbeing Guiding Principle		
Hot water regulated to 50° or children do not have unsupervised access?				Kidsafe Family Day Care Safety Guidelines		
Kettle and saucepan handles out of children's reach?				Law 167 Kidsafe Family Day Care Safety Guidelines		
Appliance cords short and out of children's reach?						
Fire blanket and extinguisher adjacent to cooking facilities, easily accessible, current date stamped?				Reg 97 & 168 ; NQS 2.2.1 Emergency Response / Critical Incident Guiding principle		
Inaccessible to children:				Law 167 Kidsafe Family Day Care Safety Guidelines		
• Knives and other sharp objects						

Kitchen	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
• Sink plugs						
• Rubbish						
• Plastic bags						
Medications stored in a locked cupboard at least 1.5m above the ground?				Child Safe Environment Guiding Principle Kidsafe Family Day Care Safety Guidelines		
Refrigerated medications stored in a locked container in fridge?						
Cleaning products, chemicals stored in a locked cupboard at least 1.5m above the ground?				Law 167 Child Safe Environment Guiding Principle		
Cleaning products stored in their original containers or a clearly marked refillable container?				Child Safe Environment Guiding Principle Kidsafe Family Day Care Safety Guidelines		
Glass areas (0.75m or less/ 1m or less) glazed with safety glass, treated with safety film or protected with barriers				Reg 117 Kidsafe Family Day Care Safety Guidelines		
Safety plugs fitted in spare power points?				Law 167 Child Safe Environment Guiding Principle Kidsafe Family Day Care Safety Guidelines		
Child sized table and chairs for eating times?				Reg 105		
Clean and stable high chair with a 5 point harness?				Reg 103 Kidsafe Family Day Care Safety Guidelines		

Kitchen	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
Anti-bacterial disinfectant stored in a locked cupboard at least 1.5m above the ground?				Law 167 Child Safe Environment Guiding Principle		

Laundry	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
Access to laundry able to be restricted?				Regs 106 ; Law 167 Child Safe Environment Guiding Principle		
Cleaning products, disinfectants, poisons and other dangerous substances inaccessible to children?						
Safe sanitary facilities for the storage of soiled clothes, linen and nappies before laundering or disposal?						
Water containers that could constitute a hazard made inaccessible to children?				Water Safety Guiding Principle Kidsafe Family Day Care Safety Guidelines		
Sink plugs inaccessible to children?				Law 167 Kidsafe Family Day Care Safety Guidelines		
Safety plugs fitted in spare power points?				Law 167 Child Safe Environment Guiding Principle Kidsafe Family Day Care Safety Guidelines		
Hot water regulated to 50° or children do not have unsupervised access?				Law 167 ; NQS 2.2.1 Kidsafe Family Day Care Safety Guidelines		
Dangerous tools and equipment inaccessible to children e.g. Irons, plastic bags?						
Glass areas (0.75m or less/ 1m or less) glazed with safety glass, treated with safety film or protected with barriers				Reg 117 Kidsafe Family Day Care Safety Guidelines		

Bathroom/toilet area	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
Door able to be unlocked from outside? If not, where is the key located?				Law 167 ; Reg 109 ; NQS 2.2.1 Kidsafe Family Day Care Safety Guidelines		
Electricals (i.e. hairdryers, electric shavers) stored safely?						
Inaccessible to children:						
• Medication						
• Toiletries and cosmetics						
• Toilet deodorisers						
• Sharp objects						
• Cleaning products and chemicals						
• Bath and sink plugs						
Safety plugs fitted in spare power points?						
Is paper towel provided?.						
Hand washing and drying facilities?						
Hot water regulated to 50° or children do not have unsupervised access						

Bathroom/toilet area	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
Does the design of the toilets / sink provided enable safe use and convenient access for children e.g. stable step?						
Is there a bin for disposing of used paper towels?						
Glass areas (0.75m or less/ 1m or less) glazed with safety glass, treated with safety film or protected with barriers				Reg 117 Kidsafe Family Day Care Safety Guidelines		

Nappy change facilities	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
Located and maintained to prevent unsupervised access by children?				Reg 112		
Separated from food and craft preparation facilities?				Law 167 Reg 116		
A stable surface for changing nappies, together with a mat that has an impervious washable surface?						
Hand washing facilities for adults / children in the immediate area?				Reg 112 Child Safe Environment Guiding Principle		
Facility for the storage of clean nappies?				Reg 112 Child Safe Environment Guiding Principle		
Items for changing readily accessible but out of children's reach?				Reg 112 Child Safe Environment Guiding Principle		
Most current nappy change procedure available in immediate area?				Reg 112 Child Safe Environment Guiding Principle Cleanliness and Hygiene Guiding Principle		
Nappy bins inaccessible to children?						

Nappy change facilities	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
Detergent and water mix bottle inaccessible to children and correctly labelled						

Toys/equipment	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
Storage space for children's belongings?				Reg 105 Law 167 ; NQS 2.2.1 Kidsafe Family Day Care Safety Guidelines		
Toys and equipment in good order i.e.: not broken and dangerous?						
Toy box with a lid that is not attached?						
Equipment appropriate and suitable to the developmental needs of the children in care and regularly added to?						
Open shelving – safe / child's height?				Reg 105 Law 167 ; NQS 3.1.1		
Child sized table and chairs?						
Member of the toy library?						

Outdoors	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
Designated outside play area fenced on all sides?				Law 167 ; Reg 104 NQS 2.2.1 and 3.1.1		
Fences in good repair?						
Fence clear from objects?						

Outdoors	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
Fence and gates designed to prevent children from scaling or crawling under or through it?						
Fence inhibit or impede intruders from entering the premises?						
Gates (childproof locks / fastening device)?						
<p>ARE THE GATES AT THE RESIDENCE SECURE AND DO THEY PREVENT CHILDREN FROM LEAVING THE SERVICE UNSUPERVISED AND UNAUTHORIZED PERSONS ENTERING?</p> <p>Is the key out of reach of the children and easily accessible to the educator?</p>				Reg 99 ; NQS 2.2.1 Access, Arrival and Departure Guiding Principle		
Most current adult and child cardio-pulmonary resuscitation chart displayed in a prominent position?				Accident, Incident and Trauma Guiding Principle Kidsafe Family Day Care Safety Guidelines		
If there is a balcony or veranda, is it enclosed to prevent children from falling, climbing or being trapped?				Reg 104		
No furniture near balcony for children to climb on?						
Underneath of house inaccessible?				Kidsafe Family Day Care Safety Guidelines		
Adequate space to play?				Reg 116		

Outdoors	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
Shaded area for play?				NQS 2.1.1 SunSmart Guiding Principle Kidsafe Family Day Care Safety Guidelines		
Area generally clean and tidy (i.e. no rubbish, building materials etc)?				Child Safe Environment Guiding Principle Kidsafe Family Day Care Safety Guidelines		
Lawn mowed, and gardens maintained e.g. No bindies or clover?						
Cement areas safe with no sharp edges?				Kidsafe Family Day Care Safety Guidelines		
Play equipment safe, in good repair and not a hazard to children e.g. Fall zone, fall height, entrapment?				Child Safe Environment Guiding Principle Kidsafe Family Day Care Safety Guidelines		
Safety rails / barriers where required?				Kidsafe Family Day Care Safety Guidelines		
Barbecue / gas cylinder safe, secure and covered?						
Drains securely covered?				Kidsafe Family Day Care Safety Guidelines		
Pesticides, paints and other poisons inaccessible to children?				Law 167 Kidsafe Family Day Care Safety Guidelines		
Dangerous tools and equipment inaccessible to children?						
Hose connected to tap (immediately available) and wound up?				Law 167		
Boats and trailers safe?						

Outdoors	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
Poisonous or sharp plants identified and maintained?				Kidsafe Family Day Care Safety Guidelines		
Play area separate from the driveway?						
Safe drinking water available at all times?				Reg 78, Healthy Lifestyles and Wellbeing Guiding Principle		
Hot water tank inaccessible to children?				Kidsafe Family Day Care Safety Guidelines		

Front yard – only to be used for practice and evacuation purposes	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
Is the front area fenced and prevents the children from accessing the road?				Law 167 ; Reg 104 NQS 2.2.1 and 3.1.1		
Are there any stairs that need to be used?				Child Safe Environment Guiding Principle Kidsafe Family Day Care Safety Guidelines		
Is the educator able to access the front yard from the back yard?				Reg 99 ; NQS 2.2.1 Access, Arrival and Departure Guiding Principle		
Is the side gate locked? If yes, where is the key kept?				Reg 99 ; NQS 2.2.1 Access, Arrival and Departure Guiding Principle		
Is underneath the house inaccessible to the children?				Kidsafe Family Day Care Safety Guidelines		
Cement areas safe with no sharp edges or trip hazards?				Kidsafe Family Day Care Safety Guidelines		
Drains securely covered?				Kidsafe Family Day Care Safety Guidelines		

Front yard – only to be used for practice and evacuation purposes	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
Is the driveway separate from the evacuation point?				Kidsafe Family Day Care Safety Guidelines		
Hot water tank inaccessible to children?				Kidsafe Family Day Care Safety Guidelines		
Air conditioning units inaccessible to FDC children?				Kidsafe Family Day Care Safety Guidelines		
Building materials are inaccessible?				Kidsafe Family Day Care Safety Guidelines		

Animals	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
Are there any pets?				Reg 116 Child Safe Environment Guiding Principle Animals in the Environment Guiding Principle Kidsafe Family Day Care Safety Guidelines	(TYPE OF PETS E.G. 1 X DOG)	
Do pets have an enclosure that prevents children from having access to them?						
Play areas kept free from animal droppings, bones and holes dug by animals?						
Do animals have access to children's play equipment, toys, food preparation areas or bedding?						
Animal drinking / eating bowl inaccessible to children?						

Pools/water hazards (Reg 116)	Yes	No	N/A	Source	Elimination control measures	CCFDC staff
Is the swimming pool or spa fenced in accordance with swimming pools act 1992 of NSW?				Law 167 ; Reg 274 Child Safe Environment Guiding Principle Water Safety Guiding Principle Kidsafe Family Day Care Safety Guidelines		
Is the self-locking gate in good working order and checked daily when outside (place on daily safety checklist)?				Child Safe Environment Guiding Principle Water Safety Guiding Principle Kidsafe Family Day Care Safety Guidelines		
Is the bottom of the pool visible?				Law 167 Child Safe Environment Guiding Principle Water Safety Guiding Principle		
Is there anything close to the boundary or pool fence that children could use to climb over?				Child Safe Environment Guiding Principle Water Safety Guiding Principle Kidsafe Family Day Care Safety Guidelines		
Is the pool filter inaccessible to children?						
Are pool chemicals inaccessible to children?				Law 167 Child Safe Environment Guiding Principle Water Safety Guiding Principle		
Current full size CPR chart displayed?				Child Safe Environment Guiding Principle Water Safety Guiding Principle Kidsafe Family Day Care Safety Guidelines		
Water containers that could constitute a hazard made inaccessible to children?						
Ponds or garden water features covered securely or enclosed by barrier?						

Additional Comments / Special Conditions:

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Items to be attended to	Completion date	Checked by

NOTE: It is the Educators’ responsibility to notify Cumberland Council Family Day Care in writing prior to:

- ➡ Any proposed renovations to their residence or venue (Reg [116](#))
- ➡ Any changes in their residence or venue that may affect the matters considered as part of the assessment of the premises - for example acquiring a pet, new person over the age of 18 years at residence (Reg [116](#), [164](#))
- ➡ Any other changes to the residence or venue that will affect the education and care provided to children as part of the family day care service. e.g. using a previously excluded area to provide care (Reg [116](#))
- ➡ Any changes to the home safety audit compliance checklist
- ➡ Any changes in your physical and emotional state that may affect your ability to care for children 0 – 13 years in your own home
- ➡ Any secondary employment

CCFDC staff member name:

CCFDC staff member signature:.....Date:.....

Educator signature:Date:.....



CUMBERLAND
CITY COUNCIL

QIP PROJECTS / GOALS

Educator's name:

Project / Goal	Progress (include dates and progress notes)	Link to NQS