

EDUCATION AND CARE GUIDING PRINCIPLE

(CCFDC) Relocation, Overnight and Emergency Care

Purpose

Cumberland Council Family Day Care educators (FDC educators) endeavour to provide quality care at all times including during emergency situations. FDC educators may, under certain circumstances, provide families with overnight care for their child/ren.

The Approved Provider and FDC educators will take reasonable steps to ensure the sleep/rest needs of all children in care are met, having regard to their age, developmental stage and individual needs ([Reg 81](#)).

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Relocation of Care

Relocation will be carried out following these procedures:

- FDC certified/nominated supervisors are available to care for children in emergency situations only. An emergency is something unforeseen that requires immediate action i.e. child accident/injury requiring medical attention, educator not able to care for children.
- For relocation other than emergencies, where possible, is to be organised by the educator. The CCFDC Coordination Unit is to be notified of educators taking time off and of all relocation arrangements prior to the care taking place.
- Educators may be contacted to assist with the relocation of children where required.
- It is the responsibility of the child’s usual educator to ensure that the Relocation of Children Transfer Information form is completed and signed by both the family (parent, caregiver, guardian) and the temporary educator. In emergencies, it can be completed by the temporary educator.
- Copies of this form should be given to all three parties – family, permanent educator and temporary educator. The temporary educator must have a copy of this form before commencing relocation and must ensure that the form is completed and signed by both the family and the permanent educator.
- The form also needs to be sent into the office with the relevant week’s timesheets.
- Once the Relocation of Children Transfer Information form has been completed and signed by both family and the temporary educator, two (2) weeks’ notice is required for any changes.

- The temporary educator and permanent educator must notify the family of the agreed relocation fee. This information is also written on the Relocation of Children Transfer Information form.
- Educators are responsible for signing children in/out when dropping off children to relocation if care is shared between two educators in one (1) day.
- At no time will educators be able to leave children at play sessions under the care and supervision of the CCFDC Coordination Unit or other educators unless children have been relocated to another educator for that period, unless there is an emergency.
- The temporary educator must have family's written permission (Routine Excursion Authorisation form) completed, prior to any excursions. This form must go with the child on the first day of their temporary care.
- A copy of the child and family enrolment forms is needed by temporary educator if temporary care is provided for more than one (1) calendar month.
- If the family decides that they would like a permanent arrangement with the temporary educator, two (2) weeks' written notice is required to the permanent educator and FDC office.
- If the family decides to leave FDC during relocation or while the usual educator is on leave, two (2) weeks' written notice is required to the usual educator and FDC office.

Overnight Care

FDC educators must apply for approval prior to offering families overnight care, allowing 3 weeks' notice for the approval process to be finalised with an outcome.

An FDC educator must

- complete the Overnight Care Risk Assessment prior to providing overnight care allowing 3 weeks' turnaround time
- complete a new application and risk assessment when any changes occur
- complete a new application and risk assessment for any additional children requiring overnight care
- send the risk assessment to the FDC Centre Director and Council representative for approval and consideration
- provide a baby monitor in the sleep areas
- ensure the child is sleeping in an inspected approved room close to where the educator is sleeping
- ensure the child is not sleeping in a room with anyone apart from a sibling aged under 7 years
- consult family and regular visitors about the impact this care will have on the family and friends
- notify the CCFDC Coordination Unit if a child will be in care overnight prior to the day
- check on the child every 10 minutes while the educator is awake and document on the sleep check record
- check the child through the night if the educator wakes
- follow safe sleeping guidelines and principles
- display the safe sleeping poster in the sleep room

*Cumberland City Council Education and Care Guiding Principle
(CCFDC) Relocation, Overnight and Emergency Care*

- abide by the Child Safe Environment and Practices Guiding Principle.

Families will:

- have the opportunity to discuss and accept this care arrangement with the educator
- have the opportunity to view the risk assessment
- provide work roster or evidence to support the request for overnight care prior to the care commencing.

CCFDC must:

- confirm in writing whether approval is granted / denied from the approved provider after consultation with the nominated supervisor and Education and Care Coordinator, within 3 weeks of receiving the application and risk assessment
- assess the area with another Council delegate prior to care being provided
- organise a roster of home visits, if appropriate
- organise the emergency phone while the child will be in overnight care
- ensure the risk assessment is being followed with spot checks and discussions.

Attachments

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Sleep supervision checklist - 24 hour	14

Related Legislation and Online Resources

- [Children \(Education and Care Services\) National Law \(NSW\)](#): Section [175](#)
- [Education and Care Services National Regulations](#): Sections [81](#), Parts [4.4](#) & [4.7](#)
- Australian Children's Education and Care Quality Authority (ACECQA), [National Quality Standards](#): Quality Areas 2 and 7
- [Red Nose Safe Sleeping](#)
- [National Health and Medical Research Council - Staying Healthy - Preventing infectious diseases in early childhood education and care services \(5th Edition\)](#)
- [KidSafe NSW](#)

Related Documents and Council Policies

- Cumberland City Council Education and Care Guiding Principles:
 - [Emergency Response / Critical Incident](#)
 - [Excursions, Transport and Leaving Service](#)
 - [Child Safe Environment and Practices](#)

Authorisation & Version Control

Guiding Principle owner	<i>Manager Children, Youth and Families</i>
Authorised by	<i>Education and Care Management Team</i>
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Implementation date	<i>November 2021</i>



RELOCATION OF CHILD/REN

Cumberland Council Family Day Care

Transfer Information: Standard Emergency

To be completed by permanent educator or temporary educator in emergency

I give permission for my child/ren

to be temporarily relocated from permanent educator

to temporary educator

Temporary educator address:

Telephone:

Dates care needed: From / / to / /

Days of care: Mon Tues Wed Thu Fri Sat Sun

Hours of care: From to.....

Agreed fee (parent and temporary educator must agree on the type of fee to be paid i.e. casual, standard etc)

CODE:

Other important information (allergies, food not eaten, medication, custody orders, child's routine, additional information etc.):

.....
.....

Child's Medicare number:

Parent 1 name, contact details: Phone (H) (W).....

Mobile:

Parent 2 name, contact details: Phone (H) (W).....

Mobile:

Emergency contact: Name:

Phone (H) (W).....

Mobile:

Doctor's name:

Doctor's phone number:

Family authorisation

I authorise for my child/ren

to be temporarily relocated as outlined on this form.

Family (parent, guardian, caregiver) name:.....

Signature: Date:.....



CUMBERLAND CITY COUNCIL

AUTHORITY FORM

Routine Excursion

(CCFDC only)

Dear families

Your child has been invited to attend the following excursion:

Days of excursion/transport:	Emergency contact name and number:
Time of excursion: from am/pm to am/pm Duration of the excursions/transport:	Educator's name and contact no.:
Means of transport (as per the route of travel): <input type="checkbox"/> Car <input type="checkbox"/> Walking <input type="checkbox"/> Council vehicle	Description of the proposed pick up and drop off of location of the excursion/transport:
Reason for the excursion/transport:	
Proposed activities undertaken by the children during the excursion/transport:	
A current risk assessment has been completed and approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	A current route of travel risk assessment has been completed and approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Any requirements for seatbelts or safety restraints under any law of each jurisdiction in which the children are being transported (i.e. car seats, etc):	
Anticipated number of children likely to attend excursion/transport:	Anticipated number of educators, staff and adults who will accompany and supervise the children during the excursion/transport:
Number of volunteers, students and adults (not to be counted in ratios):	Staff to child ratios for the excursion:
A risk assessment has been prepared, and written policies and procedures are available at the education and care service, and the FDC Educator's home.	

(All information must be provided in this form to ensure it complies with [Regulations 102B-102D](#). One form per child)

Family authorisation

I give permission for my child to attend the above routine excursion/transport. I understand that this excursion/transport does not require a separate permission note each time. I have discussed with the educator the methods of transport and types of safety restraints to be used.

Child's name:

Family (parent/ guardian, caregiver) name or authorised person's name to give permission for excursions:

.....

Signature: Date:.....

(Please note that this form needs to be completed annually.

Attached is a list of venues visited on a regular basis. If taking children on an excursion that is not a regular outing, the CCFDC office must be notified of the excursion.)

Cumberland City Council

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Cumberland City Council Sydney [cumberlandcitycouncil](https://www.instagram.com/cumberlandcitycouncil)



LIST OF VENUES VISITED ON A REGULAR BASIS (ROUTINE EXCURSIONS)

Cumberland Council Family Day Care

Parent Name/ initials	Date	Estimated time: to and from	Proposed activities undertaken by the child during the excursion	Mode of transport	Description of proposed venue of excursion	Reason of excursion

EDUCATION AND CARE

Overnight Care Risk Assessment (CCFDC)

Risk assessments are to be completed every 12 months on each task/activity or as additional risks are identified

A new risk assessment is to be completed for any changes including additional child/ren in care

Each application will have a 3 week turn around

Application and risk assessment must be completed by the educator

Identify the activity: Providing overnight care in a Cumberland Council Family Day Care registered home	Location Address:	Who may be at risk? Children Educator Family members		
Identify the benefits of the task/activity: <ul style="list-style-type: none"> To support working families Provide flexible hours of care for FDC families To support children's sleep routine when parents are shift workers 				
Identify hazards, risks and rate the risks <i>(ensure all columns are completed)</i>				
Tasks (Divide the activity into tasks)	Hazards (identify the hazards and associated risks for each task)	Risk controls (List risk controls already in place)	Risk rating (Determine a risk rating using Risk Assessment Matrix below)	Elimination/ Control Measures/ Actions
Educator's sleep requirements – child not supervised	<ul style="list-style-type: none"> SIDS death Choking Child Protection risk Allegations against an educator or household member 	<ul style="list-style-type: none"> Follow the (CCFDC) Relocation, Overnight & Emergency Care Guiding Principle Follow the Child Safe Environment and Practices Guiding Principle Follow Child Protection Framework 		<ul style="list-style-type: none"> Have a baby monitor in the room and the receiver next to the educator Follow SIDS safe sleeping practices Educator to sleep in an adjacent room to the child WWCC for all adult household members

Tasks (Divide the activity into tasks)	Hazards (identify the hazards and associated risks for each task)	Risk controls (List risk controls already in place)	Risk rating (Determine a risk rating using Risk Assessment Matrix below)	Elimination/ Control Measures/ Actions
General housekeeping tasks of the educator for their home and own family, such as cooking, mopping, cleaning, showering	<ul style="list-style-type: none"> • Children getting burnt • Slip hazards • Illness or injury from household chemicals • Lack of supervision • Nudity • Allegations against an educator or household member 	<ul style="list-style-type: none"> • Follow the Supervision and Interaction Guiding Principle • Follow the Child Safe Environment and Practices Guiding Principle • Kitchen gate already in place to restrict access to the kitchen • Chemicals behind two barriers • Follow Child Protection Framework 		<ul style="list-style-type: none"> • Plan simple meals to reduce the amount of time preparing meals and cleaning up • Mop once child is asleep if required • Gain support from family members with home duties while working or complete them when not working as a FDC educator • Shower if possible while no children are in care or limit to short time when child is asleep and take a baby monitor • Baby monitor to be taken into the bathroom and shower when children are asleep. Shower less than 10 minutes
Impact to family members' lifestyle – after usual hours of operation	<ul style="list-style-type: none"> • Children seeing inappropriate content on television • Exposure to cigarette smoke and people under the influence of alcohol or illicit drugs • Family members engaging in usual activities; e.g. sitting around a fire pit, use of the BBQ swimming, engage with pets, going out for dinner or to another family's home, etc 	<ul style="list-style-type: none"> • Follow the Child Safe Environment and Practices Guiding Principle • Follow Cleanliness and Hygienic Practices Guiding Principle • Follow Educational Program Planning and Practice Guiding Principle • Follow Excursions, Transport and Leaving Service Guiding Principle 		<ul style="list-style-type: none"> • Ensure TV is used appropriately with G rated programs only in the children's play areas • TVs in other areas are not to be heard from neighbouring rooms, especially if the program is rated something other than G. Educator to monitor family use of TV and appropriate screenings • At no times is alcohol, illicit drugs or tobacco products to be consumed on the premise while FDC children are in care, either by the educator, family member or visitors • Educator to discuss with her family prior to care provided about the extended hours and that the home must be smoke free, alcohol consumption free and safe for children at all hours of care

Tasks (Divide the activity into tasks)	Hazards (identify the hazards and associated risks for each task)	Risk controls (List risk controls already in place)	Risk rating (Determine a risk rating using Risk Assessment Matrix below)	Elimination/ Control Measures/ Actions
	<ul style="list-style-type: none"> Allegations against an educator or household member 	<ul style="list-style-type: none"> Follow Nutrition, Health and Wellbeing Guiding Principle Follow the Supervision and Interaction Guiding Principle Follow Child Safe Environment and Practices Guiding Principle Follow Child Protection Framework 		<p>provided. All members of the household are to sign the risk assessment</p> <ul style="list-style-type: none"> Educator must never leave a FDC child/ren alone with a visitor or family member Pets are to remain in the approved areas while FDC children are in care Outings are not to occur unless they have been approved as an excursion and the relevant forms and processes have been followed. Permission from family is sought via approved authority forms Pools or spas are not be used while FDC children are in care Fires and BBQs are not to be used while FDC children are in care
Visitors staying over	<ul style="list-style-type: none"> Child protection concerns Allegations against an educator or household member 	<ul style="list-style-type: none"> Follow Child Safe Environment and Practices Guiding Principle Follow the (CCFDC) Registration, Recruitment and Managing Non-Compliance Guiding Principle Follow Child Protection Framework 		<ul style="list-style-type: none"> Educator must never leave FDC children alone with a visitor or family member Regular visitors to have WWCC number which has been verified by the Coordination Unit All visitors to sign in and out of visitor books No visitors to stay overnight if they do not have a WWCC check which has been verified by the Coordination Unit
Sleeping arrangements	<ul style="list-style-type: none"> Bed and bedding not appropriate for the 	<ul style="list-style-type: none"> Follow Child Safe Environment and 		<ul style="list-style-type: none"> Child must have appropriate bed and bedding according to their age and size

Tasks (Divide the activity into tasks)	Hazards (identify the hazards and associated risks for each task)	Risk controls (List risk controls already in place)	Risk rating (Determine a risk rating using Risk Assessment Matrix below)	Elimination/ Control Measures/ Actions
	<ul style="list-style-type: none"> age of the child in care • Child protection concerns • Educator not supervising the child • Allegations against an educator or household member 	<ul style="list-style-type: none"> Practices Guiding Principle • Follow (CCFDC) Relocation, Overnight & Emergency Care Guiding Principle • Follow the Supervision and Interaction Guiding Principle • Follow the (CCFDC) Registration, Recruitment and Managing Non-Compliance Guiding Principle • Follow Child Protection Framework • Safe Sleeping Risk Assessment 		<ul style="list-style-type: none"> • Educator must ensure they sleep in a room close to the FDC child • Baby monitor to be on at all times child is in the sleep room • Vigilant supervision at all times • No adult or child to sleep in the same room as the FDC child unless they are a sibling aged under the age of 7 years • The educator must not go to sleep until all family members and visitors have gone to sleep • Educator must be awake when the child is awake and once her family have risen in the morning • An agreed sleeping plan to be given to the Centre Director outlining the map of the home and where everyone residing at the house will be sleeping prior to the overnight care being provided. This will be attached to the risk assessment
Assessment of the sleeping arrangements and the suitability of the other care arrangements	<ul style="list-style-type: none"> • Child protection concerns • Allegations against an educator or household member • Child sleeping in close proximity to other household members 	<ul style="list-style-type: none"> • Follow Child Safe Environment and Practices Guiding Principle • Follow (CCFDC) Relocation, Overnight & Emergency Care Guiding Principle • Follow Child Protection Framework 		<ul style="list-style-type: none"> • 2 people as directed from the approved provider will inspect the sleeping arrangements and assess the environment to ensure suitability for overnight care • Parent to supply evidence to the FDC office that the care is work related or required due to child protection • Registration certificate to reflect the hours of care available • Spot home visit checks may be conducted by the FDC staff in person or via FaceTime

Tasks (Divide the activity into tasks)	Hazards (identify the hazards and associated risks for each task)	Risk controls (List risk controls already in place)	Risk rating (Determine a risk rating using Risk Assessment Matrix below)	Elimination/ Control Measures/ Actions

Risk Assessment Matrix

Likelihood (How likely is it to happen?)	Consequences (How severely could it hurt someone?)				
	Catastrophic (Death, permanent disability)	Major (major injuries not permanent)	Moderate (Medical treatment not permanent)	Minor (First aid only no lost time)	Insignificant (No injury)
Almost Certain (Expected to occur in most circumstances)	High	High	High	Significant	Significant
Likely (Will probably occur in most circumstances)	High	High	Significant	Significant	Moderate
Moderate (will probably occur at some time)	High	High	Significant	Moderate	Low
Unlikely (might occur at some time)	High	Significant	Moderate	Low	Low
Rare (Only happen in exceptional circumstances)	Significant	Significant	Moderate	Low	Low

Risk assessment prepared by	Name	Signature	Date
Centre Director	Name	Signature	Date
Education and Care Coordinator	Name	Signature	Date
Approved Provider	Name	Signature	Date
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs			

Educator and Family Members over the age of 16 years Declaration

I have read and understood the risk assessment and agree to carry out the activity in accordance with the document to ensure the children's safety and wellbeing is maintained at all times.

I have discussed this Risk assessment with all family members under the age of 16 and agree to ensure this be adhered to at all times.

Name	Signature	Date

Parent Declaration

I have read and understood the above arrangements for the overnight care of my child/children:

I have had the opportunity to discuss this with my educator and the FDC service.

Name: Signature: Date:

OVERNIGHT CARE - SLEEP SUPERVISION CHECKLIST (FDC ONLY)

Educators are to check each child is breathing, their face is uncovered, and they are sleeping safely on their bed.
Educators are to shade out when they themselves are sleeping.

Educator's full name: Child/ren in care: Week beginning:

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