

ASSESSMENT, APPROVAL AND RE-ASSESSMENT OF APPROVED FAMILY DAY CARE RESIDENCES AND VENUES POLICY

WHY?

Thrive Group Tasmania acknowledges the importance of assessing and reassessing the suitability of each Family Day Care residence or venue before education and care is provided to children. This is in accordance with the *Education and Care Services National Law* and the *Education and Care Services National Regulations - 116 and 169*.

WHO?

This policy applies to the following persons:

- Approved Provider (Thrive)
- Thrive Management
- All Staff
- Family Day Care Educators, Assistants and Relief Educators
- Volunteers
- Students on professional experience placements
- Families enrolled with Thrive
- Others involved in the provision of education and care

All of the above will be made aware of the requirements of this policy and procedure and this will be undertaken as a part of the registration/assessment or induction process.

WHAT?

The physical environment plays a critical role in keeping children safe and Thrive, will assess the following areas: the provision of sufficient and suitable equipment and furniture; fencing and security; adequate ventilation and lighting; adequate laundry, toilet, nappy change facilities; hand washing and drying facilities and food preparation areas; glass safety issues; available space; water hazards; storage of dangerous products; accessibility of potentially dangerous items, such as tools, electrical products and equipment; management of animals at the premises and specific hazards or risks associated with the residence.

The following components will be undertaken as part of the assessment and reassessment process to ensure compliance with all regulatory standards.

Initial Assessment – a comprehensive risk assessment of the areas of a prospective Educator's residence/venue is a pre-requisite prior to registration or the commencement of care.

Re-Assessment or Re-Registration – a re-assessment of each Family Day Care residence/venue will be completed on annual re-registration.

Assessors – all initial and annual re-assessments will be undertaken by appropriately qualified and experienced staff, employed by Thrive and who have been delegated the authority to perform this function.

Assessment – assessors will identify the suitability of Family Day Care residences/venues, using the *Education and Care Services National Law* and the *Education and Care Services National Regulations* as a guide and basis for the assessment.

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A risk assessment tool will be used to identify and record potential hazards, determine the level of risk and in collaboration with the Educator, develop appropriate management strategies to minimise or eliminate the hazards and risks.

WHEN?

Assessment of Family Day Care residences/venues will occur twice during the recruitment process before care is provided to children. This is to ensure the health, safety and wellbeing of children utilising the service.

Re-assessment of Family Day Care residences will occur annually and this is considered an important mechanism for Thrive to drive continuous improvement throughout the organisation as well as ensure the maintenance of legislative standards.

Registration approvals will be issued once the required standards/requirements have been met.

Educators and prospective Educators will liaise with and advise Thrive of any changes/renovations to the premises/venue. Risk assessment plans will be developed prior to and implemented during the works phase of any renovations.

Any deliberate breaches of this policy may result in disciplinary action being taken against the employee or person.

Thrive will provide staff and Educators covered by this policy with the appropriate training so they are made aware of their responsibilities and obligations.

Thrive retains the sole discretion to reasonably vary, terminate or replace this policy from time to time. Thrive will consult before any amendments are made and will notify and train those to whom the amendments apply.

All persons covered under the paragraph 'Who' that breach this policy may be subject to the appropriate disciplinary action in accordance with the Disciplinary Policy and Procedure or removal from the workplace or termination of services (workers, other than employees and other persons in the workplace).

POLICY VERSION & REVISION INFORMATION:

Policy Authorised by: General Manager
Review Date/s: Jan19
Review Date: As required by GM or as legislation changes

Original Issue: Jun14
Current Version: Mar22Ver1
NOTE: The digital version of this documents is the most current version. Printed versions cannot be relied upon for accuracy and are always superseded by a digital copy.

ASSESSMENT, APPROVAL AND RE-ASSESSMENT OF APPROVED FAMILY DAY CARE RESIDENCES AND VENUES PROCEDURE

HOW?

Initial Assessment:

An assessment of the residence/venue will be undertaken by an appropriately qualified and experienced Thrive Compliance Officer to assess the areas that have been proposed to be used as a Family Day Care residence/venue.

This will incorporate visual inspections, identifying compliance matters or hazards and documenting the same on the Assessment Tool Guide. The tool will identify key areas for assessment and any action required to be undertaken.

A copy of the assessment of the premises, will be sent to the applicant, with a letter confirming any requirements that need to be met. Once the applicant informs Thrive that any actions have been rectified, a final inspection of the residence/venue will be organised and undertaken by Thrive/ Compliance Officer.

If all requirements have been met (including any personal requirements), the assessment report will accompany the registration certificate and be given to the Statewide Family Day Care Manager for approval.

Once approval has been granted, the registration certificate will be forwarded to the Educator and all details uploaded onto Thrive's internal system database. Assessment documentation will also be stored confidentially on the Educator's personnel file.

Re-Assessment (or Re-Registration):

Re-assessment will be undertaken annually by a Thrive Compliance Officer who has been delegated this task and a re-assessment will be undertaken if an applicant re-registers to become a Family Day Care Educator.

The Compliance Officer will contact the Educator and arrange the assessment in advance and the re-assessment documentation, including assessment checklist tool and compliance checklist may be sent to the Educator prior to the visit, the Compliance Officer will work through the re-assessment documentation with the Educator, sighting the areas to be used for family day care and inspecting the premises to ensure compliance with the *Education and Care Services National Law* and the *Education and Care Services National Regulations*.

The Compliance Officer will then file the re-assessment/re-registration documentation, finalise the renewed registration certificate and submit these to the Statewide Family Day Care Manager for approval.

Once approval has been granted, the registration certificate will be forwarded to the Educator and all details uploaded onto Thrive's internal system database. Re-assessment/re-registration documentation will also be stored confidentially on the Educator's personnel file.

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Changes/Renovations to Premises:

Educators are to notify their Thrive Compliance Officer of any proposed changes/renovations to the residence/venue which may impact the provision of care or that are different to the earlier assessment that was completed.

Educators, in collaboration with Thrive will develop a risk management plan in relation to the proposed work/changes.

These plans will be stored with the earlier assessment documentation on the Educators personnel file.

If an Educator plans to move residence/venue, he/she is to provide Thrive staff and parents with as much notice as is practicable.

The new residence/venue will require a comprehensive initial assessment to be undertaken before the Educator can commence Family Day Care from that address.

An amended registration certificate will also be issued by Thrive to reflect the changes.

Thrive will notify the Education and Care Unit of an Educator's residence/venue address change.

Review:

Assessment tools will be regularly reviewed by Thrive to ensure their currency is in accordance with the *Education and Care Services National Law* and the *Education and Care Services National Regulation* and Thrive policies and expectations.

Support and advice from the relevant authority organisations or those with specialist knowledge may be sought as part of this ongoing review process.

BREACH OF THE PROCEDURE

Any breach of this procedure may result in disciplinary action including, but not limited to, termination of employment.

Thrive retains the sole discretion to reasonably vary, terminate or replace this procedure from time to time. Thrive will consult before any amendments are made and will notify and train those to whom the amendments apply.