



**Nature Alliance Family Day Care Service**  
**Assessment, Approval and Reassessment of Approved Family Day Care**  
**Residences and Family Day Care Venues**



**POLICY IN THIS SECTION AS REQUIRED BY**

Education and Care Services National Law (WA) Act 2012: Section 3(2)(a); 3(3)(a-f); 164.

Education and Care Services National Regulations, 2012 – ‘Regulations’:26(l); 75; 103; 104; 105; 106; 107; 108; 109; 110; 116; 117.

National Quality Standards for Early Childhood Education and Care and School Age Care (2010)Standard 3.1; 3.2

**PURPOSE:**

To ensure the safety, wellbeing and education of children.

**SCOPE:**

Family Day Care Service and Family Day Care Educator’s residences and venues.

**PRINCIPLE:**

Best endeavours are used through an ongoing assessment processes to ensure Family Day Care residences and venues provide for the wellbeing, safety, education and care of children at those residences and venues.

**POLICY:**

The Family Day Care Service will undertake an assessment of the Family Day Care residence and or venue to ensure the health, safety and wellbeing of children is protected.

**GENERAL PROCEDURE:**

The Family Day Care Service to develop:

1. an assessment procedure to be used when assessing each Family Day Care residence and or approved Family Day Care venue;
2. a re-assessment procedure to be used when re-assessing each Family Day Care residence and or approved Family Day Care venue;
3. a risk assessment procedure for Family Day Care Educators to use to assess and manage risk whilst providing education and care for children (Refer to Risk Assessment Matrix).

**SPECIFIC PROCEDURES:**

**Assessment Prior To Registration With The Family Day Care Service:**

All Family Day Care residence and venues will be assessed prior to registration with the service.

1. The Family Day Care Educator will be provided with a copy of the Residence or Venue Assessment form for self-assessment.
2. A Family Day Care Service staff member will attend the venue or residence to assess the environment against the requirements stated on the assessment form.

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3. The Family Day Care Staff member will provide the Educator with a list of any identified outstanding items, if applicable.
4. On completion, the Residence and/or Venue Assessment form will be included with all other documents pertaining to the application and submitted for final approval to the nominated supervisor.

**Annual Reassessment Of The Approved Family Day Care Residences And Or Venues:**

Reassessment will be conducted annually or additionally as required

1. The Family Day Care Educator will be provided with a copy of the Residence and/or Venue Assessment form for self-assessment.
2. A Family Day Care Service staff member will attend the venue or residence to assess the environment against the requirements stated on the Residence and/or Venue Assessment form and will keep a copy on the Family Day Care Educator's file
3. If the Family Day Care Educator is determined as non-compliant in meeting the Family Day Care Service requirements then:
  - a) an action plan will be developed; or
  - b) the grievance procedure will be enacted; or
  - c) cancellation of Family Day Care Membership will be enacted.

**SUPPORTING DOCUMENTS:**

Residence/Approved Venue Assessment form  
 Risk Assessment form  
 Action Plan

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