



Nature Alliance Family Day Care Service

Initial Set-up Self-Assessment Form



Educator Name: _____

Refer to: Education and Care Services National Law: s.167
 Education and Care Services National Regulations:
 National Quality Standards – QA 2, QA 3
 Nature Alliance Family Day Care Policies

Answering 'Yes' to each of the following questions does not guarantee that you will satisfy all the requirements of the environment. If you identify any areas that you require some advice or assistance with these can be discussed with your Family Day Care Service.

Questions	YES	N/A <small>Not applicable</small>	Date	NO ☒ If you answer NO to any of these questions, please discuss with the family day care service to determine alternative options.
Indoor				
Refer to R.116 Copy of the Building Plan and Site Plan indicating areas to be used by the Family Day Care Educator for education and care.				
Glass- R.117 (reg. change 1/12/2014) Is any glazed area of the residence/venue less than 1 metre above floor ground level?				
Is this area, glazed with safety glass that meets the WA Safety Glass standards?				
Is the glazed areas treated with a product that prevents glass from shattering when broken? Copy of Receipt/Evidence.				
Is the glazed area guarded by barriers that prevent a child from striking or falling against the glass?				
Exits Are all doors giving direct access from the place to the street able to be locked and the key stored in a position				

Questions	YES	N/A Not applicable	Date	NO ☒ If you answer NO to any of these questions, please discuss with the family day care service to determine alternative options.
inaccessible to children?				
Can all doors giving direct access from the place to the street be locked in a manner that does not prevent effective evacuation of the place?				
Are there two (2) exits from the place that are readily accessible and as widely separated as possible?				
Emergency evacuation procedure (including source)and floor plan displayed at all exits. Regulation 97 (4)				
Fire Blanket (recommended)				
Emergency Evacuation Procedure is documented. (This is to be rehearsed every 3 months)				
Emergency Services contact numbers readily available				
Emergency Evacuation kit easily accessible and set up to contain emergency contact details of yourself and all children (photo included) (Develop as children enrol)				
Are your Smoke or fire detectors operational?				
Evidence of smoke detectors checked annually.				
Kitchen Do you have a kitchen equipped with at least the following items?				
<ul style="list-style-type: none"> • sink 				
<ul style="list-style-type: none"> • stove 				
<ul style="list-style-type: none"> • refrigerator 				
<ul style="list-style-type: none"> • hot water supply 				
<ul style="list-style-type: none"> • food preparation and storage facilities 				

Questions	YES	N/A Not applicable	Date	NO ☐ If you answer NO to any of these questions, please discuss with the family day care service to determine alternative options.
Are all hazardous materials, objects and items inaccessible to children in the kitchen area?				
Laundry - Regulation 106 Do you have laundry facilities available?				
Does your laundry area have cupboards that can be locked in which to place dangerous items?				
Are all hazardous materials inaccessible to children in the laundry area?				
Toilet & Hygiene facilities R. 109,116(2)(c) Do you have one (1) adult toilet with a firm step and a junior seat?				
Do you have one (1) hand basin with a firm step to provide access for children?				
Can children easily access the toilet and hand washing area?				
If you are not to launder nappies at the place, do you have a suitable sealed container for soiled nappies that is inaccessible to children?				
If a child requires nappy changing do you have the use of a changing bench or mat with a washable top?				
General purpose power outlets R. 116(2)(b) Are all general purpose power outlets fitted with: <ul style="list-style-type: none"> • An approved integral safety shutters; or • With an earth leakage circuit breaker [RCD and proof of certification]; or • Are all general purpose power outlets fitted with safety plugs? 				
Telephone or other communication equipment R. 98 Do you have an operating telephone or				

Questions	YES	N/A Not applicable	Date	NO ☐ If you answer NO to any of these questions, please discuss with the family day care service to determine alternative options.
other similar mean of communication to enable immediate communication to and from parents and emergency services?				
Heating & Fans Are all heaters and fans positioned, installed and operated so they do not pose a risk to children?				
Ventilation & Natural Light R. 110 Are the premises: <ul style="list-style-type: none"> • Well ventilated? • Have adequate natural light? • Maintained at a temperature that ensures the safety and wellbeing of children? 				
Furniture R.105 Do you have adequate furniture to meet the physical and developmental needs of the children that may attend your service?				
Regulation 81 (3) Areas for a child's sleep and rest is suitable				
Area suitable for children sleeping overnight (specific Risk Assessment)				
Do you have separate linen for each child stored in a way to prevent cross contamination?				
Regulation 80 Weekly menu available and displayed				
The menu will accurately describe the food and beverages provide by the Educator each day				
Car Restraints Instructions for individual car restraints are kept with the seats				
Child Car Restraints are less than 10 years old – list models and date of manufacture				

Questions	YES	N/A Not applicable	Date	NO ☐ If you answer NO to any of these questions, please discuss with the family day care service to determine alternative options.
Outdoor				
Written plan for handling known potential emergency. Example bush fires- has specific plan in place.				
Natural environment. R.113 Do you have sufficient outdoor space for children to explore and experience the natural environment?				
If you do not have sufficient space to undertake the above, do you have close access to a secure park area?				
Shade –R.114 Does your outdoor play area have adequate shade to protect children from overexposure to ultraviolet radiation from the sun?				
Swimming pools & bodies of water R. 116(2)(b) Risk Assessment Required If you have a swimming pool at your place is it separated from all parts of your place, including outdoor playing space, by an enclosure that complies with the requirements of the <i>Building Regulations 2012</i> Part 3 and local Government by-laws. Swimming pool certification certificate required.				
If your enclosure consists of either a door or window is it locked, or secured?				
Do you have procedures that ensure the direct supervision of enrolled children engaged in water play such as wading, paddling, vortex or water trolley at the residence/venue?				
Fencing R.104 Is your place enclosed by a fence, gate or barrier with the height or design that prevents pre-school children or				

Questions	YES	N/A Not applicable	Date	NO ☐ If you answer NO to any of these questions, please discuss with the family day care service to determine alternative options.
younger from getting through, over or under Recommended 1.2m minimum height				
Are all your gates leading off the premises or to a hazard fitted with an effective locking/latching mechanism? Is the key accessible to adults but not accessible to children?				
Playground equipment Does your outdoor play equipment meet standards and doesn't pose a hazard to children because of its design, manufacture, installation or use				
Is your outdoor equipment maintained in good condition?				
Plants Are all plants and vegetation at the residence safe? Refer to Kidsafe Factsheet 'Poisonous Plants' www.kidsafewa.com.au/factsheets.htm				
Have you made sure any poisonous vegetation is not accessible to children?				
Pets R.116,(2)(e) If you have any animals or birds on your premises, are they clean and healthy?				
Does your animal or bird have an area where it can be kept separate and apart from the children?				
Trampolines If you are planning to use a trampoline, do you have a procedure in place that ensures any enrolled child who is using a trampoline is directly supervised?				
General equipment Do you have enough age and developmentally appropriate equipment to complete the activities in your suggested programme examples? EXAMPLE: kindergarten size table and chairs, cots, high chairs, beds.				

Questions	YES	N/A Not applicable	Date	NO ☐ If you answer NO to any of these questions, please discuss with the family day care service to determine alternative options.
<p>First aid kit R.89 Have you got a first aid kit that at least includes the following items?</p> <ul style="list-style-type: none"> • a triangular bandage • a crepe bandage • an adequate variety of sterile wound dressings • a resuscitation face shield • a notebook and pencil • scissors • disposable gloves. <p>Additional Recommendations:-</p> <ul style="list-style-type: none"> • Epi Pen • Ventolin and child size spacer 				
Is the 1 st Aid Kit recognisable and easily assessable to adults				
<p>Dangerous and toxic products Are your cleaning supplies, first-aid supplies, batteries and other toxic materials:</p> <ul style="list-style-type: none"> • clearly identified? • in a place that is inaccessible to children? <p>EXAMPLE: Medicine, paints, alcohol, turpentine, batteries, glues, pesticides, detergents, cement, disinfectants and fertilisers.</p>				
<p>Storage of tools and dangerous Materials Are your tools stored and locked away in a place inaccessible to children?</p>				
<p>Are guns and ammunition stored in separate locked cabinets which are inaccessible to children? Copy of fire arms licence sent to Nature Alliance</p>				
<p>Cleanliness, maintenance and repair of place</p>				
Environmental Checklist used daily and includes toy washing schedule				

Questions	YES	N/A Not applicable	Date	NO ☐ If you answer NO to any of these questions, please discuss with the family day care service to determine alternative options.
Is your premise free of rodents, cockroaches and other vermin?				
Is your place and all equipment and furnishings: Safe? Clean? In good repair?				
Schedule for cleaning toys and equipment is in place				
Operating Procedures				
Education and Care program R.73 Do you have examples and ideas for the way that you will record, document and display children’s learning?				
Does your educational program contribute to the following outcomes for each child. <ul style="list-style-type: none">• The child will have a strong sense of identity• The child will be connected with and contribute to his or her world• The child will have a strong sense of wellbeing• The child will be a confident and involved learner• The child will be an effective communicator				
Regulation 75 (a) The educator must ensure that the contents and operation of the program is displayed in a place that is accessible to parents				
Regulation 74 (1) (a)(i) Are your ideas for the program based on assessments of each child’s developmental needs, interests, experiences and participation in the education program documented?				
Do you feel comfortable in writing and communicating in English?				

Questions	YES	N/A Not applicable	Date	NO ☐ If you answer NO to any of these questions, please discuss with the family day care service to determine alternative options.
Could you explain to parents about the developmental progress of their child should they request this information?				
Documentation to be in place before Registration can be granted.				
Has a copy of Education And Care Service National Regulation				
Has a copy of Education And Care Service National Law (Act)				
Has a copy of the National Quality Framework including the National Standards				
Has EYLF – Belonging, Being and Becoming				
Has Nature Alliance Policy Manual				
Has a Parent Handbook				
Has Attendance Record				
Has Enrolment Contract				
Has Parent Authorisation forms – Sunscreen Sleeping Medication Excursion/Outings				
Information available to parents about other agencies in the community				
Has sample plan, journal, floorbook				
Administration				
Philosophy Displayed				
Sample of Child’s personal details file				
Parents sign in area organised				
Receipting on Attendance Record				
Filing system for confidential documents including Family/Child files				
Attendance Record – Educators to store in a secure and accessible place				

Questions	YES	N/A Not applicable	Date	NO ☐ If you answer NO to any of these questions, please discuss with the family day care service to determine alternative options.
for at least 36 months or forwarded to service for storage				
Parent Interview process including <ul style="list-style-type: none"> • Questions to be asked • Documentation available • Fee Schedule • Parent Handbook 				
Fee Schedule: <ul style="list-style-type: none"> • Copy signed and dated and lodged with the Service • Each parent to sign and have a copy 				