



STANDARD TWO

FDC POL – 08 / 010

SAMARITANS FIVE STAR



FAMILY DAY CARE

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Standard 2.1

TOBACCO, ALCOHOL AND PROHIBITED DRUGS

2.1.1. Purpose and Scope

To ensure children are cared for in a smoke, alcohol, and drug free environment and to assure Carer's ability to care is not impeded by the use of any drugs.

2.1.2. Definitions

Prohibited: Illegal, something which is not allowed by law.

2.1.3. Principles

All children and families carers and staff members, have the right to work and attend Samaritans Five Star Family Day Care in a smoke, alcohol and drug free environment. To provide a safe environment.

2.1.4. Policy

Samaritans Five Star Family Day Care will provide an environment that promotes the health of the children in care.

The Carer must not be under the influence of alcohol or any other prohibited drug while the Carer is providing children with the service. Carers need to be providing appropriate role models to the children in regard to alcohol, tobacco, and prohibited drug consumption.

The Carer must provide a smoke free environment while providing the children with the service at the Carers home. This includes family members, visitors and parents.

2.1.5. Procedure

2.1.5.1. Smoke Free Environments

- Carers and staff shall at all times ensure all children in care are provided with a cigarette smoke free environment both indoors and outdoors during care hours. If the Carer or family member smokes, Carers are encouraged to inform all new families with the service on initial interview with the Carer.
- Carers shall ensure their premises are well ventilated prior to children arriving for care.
- Carers shall ensure children are provided with a smoke free environment at all times while on excursions and while travelling in vehicles. Carers must ensure families respect their smoke free environment.
- If families have any concerns in regard to tobacco, alcohol, or prohibited drug use they will be encouraged to either talk to the Carer, or contact the Coordination Unit.

2.1.5.2. Carers Health

- Carers must not provide care for children unless they are in good health and free from any medical conditions or dependency on any medication or substance that may affect their ability to provide care.
- If a carer requires regular medication they must obtain a medical certificate confirming their ability to care for children.
- Carers must not be under the influence of alcohol or any other drug that may impair responsible behaviour while providing care for children.
- Carers, or any person in the care environment, must not consume any alcohol or unlawful substances while children are in care.

2.1.6. References

- Cancer Council
- Children's Services Regulation 2004
- Samaritans Five Star Family Day Care Standards

2.1.7. Person Responsible

Authorised Supervisor are responsible for ensuring that the environment is smoke free at all times and that carers are not caring for children under the influence of drugs that may impair responsible behaviour.

Carers are responsible for:

- ensuring that the environment is smoke free at all times and that they are not caring for children under the influence of drugs that may impair responsible behaviour.
- ensuring a smoke, drug and alcohol free environment is provided.

Families are responsible for ensuring that they don't threaten the smoke-free environment.

Staff are responsible for ensuring that the environment is smoke free at all times and that carers are not caring for children under the influence of drugs that may impair responsible behaviour.

2.1.8. Implementation and Evaluation

- Parent surveys and feedback forms
- Carer home visits by child development officers.

Note: Policy review will take place in accordance with Samaritans Five Star Family Day Care Policy Development.

2.1.9. Documentation

- Home visit reports
- Survey and feedback forms.

Standard 2.2

GLASS SAFETY

2.2.1. Purpose and Scope

To provide a safe physical environment within a home based childcare setting.

2.2.2. Definitions

Barrier - anything that is built or serving to bar passage or access.

2.2.3. Principles

Samaritans Five Star Family Day Care promotes safety in the workplace practices for carers, families and children.

2.2.4. Policy

In accordance with the Children's Services Regulation 2004:-

- The licensee of a children's service must ensure that any glazed area of the premises of the children's service that is in a room or other place accessible to children and is 0.75 metres or less above the level of the floor:
 - Is glazed with safety glass, if the building code of Australia requires the area to be glazed with safety glass, (Evidence required from builder, glazier, or other appropriate authority) or;
 - In any other case:
 - is treated with a product that prevents glass from shattering if broken. (Evidence required by licensed/ accredited glazier)
 - is guarded with barriers that prevent a child from striking or falling against the glass. The barrier is to be either secured or unable to be removed by children. This applies indoors and outdoors if used as a play area.

2.2.5. Procedures

- Carers must develop a plan showing the areas that carers use to provide Samaritans Five Star Family Day Care. The plan must include both the indoor and outdoor environment on it. Perimeter fences must also be shown on the plan. Parent entry and exit areas must be shown on the plan.
- All carers must have the appropriate certification/evidence and submit to the co-ordination unit.
- Glass Risk Assessment form must be completed and submitted to the Coordination Unit.
- Safety decals must be in place on sliding doors and plate glass doors at child and adult eye level.

- Any window accessible to children and providing access to an unfenced area or to a drop of more than 75cms, is to be secured when open, at a gap of less than 10cms. (Emergency exit points must be maintained).

2.2.6. References

- Children's Services Regulation 2004
- Family Day Care Australia www.familydaycare.com.au
- Samaritans Five Star Family Day Care Policies and Procedure

2.2.7. Person Responsible

Co-ordination Unit is responsible for educating carers in regard to regulations and putting systems in place to ensure carer compliance with regulations.

Carers are responsible for providing plan of environment used for Samaritans Five Star Family Day Care, and evidence/ certification of glass to the coordination unit.

Carers must complete glass risk assessment form.

2.2.8. Implementation and Evaluation

- Incident forms and reports.
- Certificates of compliance.
- Documented evidence.

2.2.9. Documentation

- Certificates of Compliance and /or documented evidence.
- Appendix 1 - Glass Risk Assessment forms

Appendix One

GLASS RISK ASSESSMENT

The licensee of a children’s service must ensure that any glazed area of the premises of the children’s service that is in a room or other place accessible to children and is 0.75 metres or less above the level of the floor:

- a) Is glazed with safety glass, if the Building Code of Australia requires the area to be glazed with safety glass, or
(Evidence required from Builder, Glazier or other appropriate authority)
- b) In any other case
 - i. Is treated with a product that prevents glass from shattering if broken, evidence required by licence/accredited glazier)
 - ii. Is guarded by barriers that prevent a child from striking or falling against the glass. The barrier is to be either secured or unable to be removed by children; this applies indoors and outdoors if used as a play area.

Please tick your selected option. Explain or add evidence in the box below.

| Date | Glazed Items Requiring attention | Selected Option | Action |
|------|----------------------------------|-----------------|---|
| e.g. | Playroom Window | BI. | Safety film install (Refer to evidence) |
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Standard 2.3

FENCES

2.3.1. Purpose and Scope

Samaritans Five Star Family Day Care aims to provide a safe environment in which children may play and explore their world free from harm. To ensure this, adequate fencing must be provided in all Samaritans Five Star Family Day Care Homes.

2.3.2. Definitions

Fence - an enclosure or barrier.

2.3.3. Principles

Fences must comply with the Children's Services Regulation 2004.

2.3.4. Policy

Children should be safe to explore the environment freely without access to unsafe areas.

2.3.5. Procedure

- All fences around play areas shall be at least 1.2 metres in height from ground level.
- All horizontal rails to be a minimum of 90cm apart between any footholds to prevent scaling. The fence should not allow access underneath.
- Play area gates are to be locked whilst children are in care. Carers are to have the key to the locks accessible at all times whilst providing care.
- Vertical rails/balustrades/palings should be less than 10cms apart (as per pool fencing) or be covered to prevent a child from falling through or being trapped.
- Fencing surrounding swimming pools must comply with Council Requirements (proof required) and the Swimming Pool & Safety Act 1992

2.3.6. References

- Children's Services Regulation 2004
- Farmsafe Guidelines
- Kidsafe Guidelines

2.3.7. Person Responsible

Carer is responsible for providing and maintaining appropriate fencing.

The Coordination Unit is responsible for carrying out home safety checks.

2.3.8. Implementation and Evaluation

- Carer home visits.
- Initial home safety checks and annual home safety checks.

2.3.9. Documentation

- Home safety checks.
- Home visit reports.

Standard 2.4

DANGEROUS SUBSTANCES AND EQUIPMENT

2.4.1 Purpose and Scope

This policy assists to protect carers, staff, children, families and visitors from the risks associated with chemical products, medicines, other dangerous substances and dangerous equipment used in the home environment.

2.4.2 Definitions

2.4.3 Principle

The Samaritans is committed to providing children, families, staff, carers and visitors with a safe care environment that protects them from danger.

2.4.4 Policy

Samaritans Five Star Family Day Care provides a care environment where families can be confident that their children are safe and secure.

2.4.5 Procedures

- Carers/staff should choose the least hazardous chemical, product or equipment for the job. For example soap and warm water for cleaning.
- Carers/staff should choose chemicals or medicines with child resistant lids or caps.
- Carers/staff will ensure that all dangerous cleaning materials (including detergents), poisons and other dangerous substances and medications are stored in their original labelled container and not transferred to any other container. Do not reuse containers once they are empty.
- Carers/staff will have storage facilities that are secure and inaccessible to children for any tool or equipment that is operated by an engine or any tool or equipment that poses a possible hazard to children or staff.
- Garages and sheds in the care environment should be kept locked.
- Carers/staff will have storage facilities that are secure and inaccessible to children for the following types of items:
 - all cleaning materials including detergent
 - poisonous and other dangerous substances
 - dangerous tools and equipment including gardening implements
 - toiletries
 - medications
 - first aid equipment
 - emergency medical equipment and drugs
 - jagged or sharp objects that pose a threat

If any of the above requires refrigeration they must be stored in a child-resistant container in the refrigerator.

- If bulk chemicals of non-domestic products are used a Hazardous Substances Register, Material Safety Data Sheets, and a Risk Assessment must be kept in accordance with the OH&S Act. If only normal domestic or commercial products and quantities are used or stored it is good risk management, but not a requirement, to keep a register and MSDS sheets.
- Carers/staff must dispose of unwanted chemicals, substances or equipment safely or in accordance with the manufacturers instructions. Do not flush chemicals or medications down the drain, sink, toilet, sewer or gutter.
- Carers/staff must use appropriate personal protective clothing in accordance with the manufacturers instructions when using or disposing of hazardous chemicals or substances.
- Seek medical advice immediately if poisoning or potentially hazardous ingestion, inhaled, skin or eye exposure has occurred, or call the Poisons Information Line 131126 or an ambulance on 000.
- In the case of an injury or major emergency in the workplace emergency procedures must be instituted and the coordination unit must be notified, as well as Work Cover and the Director-General.

2.4.6 References

- Provided by Health and Safety in Family Day Care: Model Policies & Practices – 2003 2nd ed.
- Children’s Services Regulation 2004
- Kidsafe Guidelines

2.4.7 Person Responsible

Staff: To provide carers with guidance in complying with this policy and to provide support and suggestions for the implementation

Authorised Supervisor: Maintain up-to-date and current policies and procedures to guide carers.

Carers: Should ensure compliance with this policy at all times so as to protect children in care from risk of harm.

2.4.8 Implementation and Evaluation

Policy review will take place in accordance with Samaritans Five Star Family Day Care Policy Development.

2.4.9 Documentation

- Carer Service Self Assessment

Standard 2.5

ELECTRICAL SAFETY

2.5.1 Purpose and Scope

To provide a safe, physical environment within a home based childcare setting.

2.5.2 Definitions

2.5.3 Principles

Many children suffer serious injury or death from electrocution.

2.5.4 Policy

Samaritans Five Star Family Day Care will reduce the risk to children whilst in the child care setting by promoting workplace safety practices for staff, carers, families, children, and visitors.

2.5.5 Procedures

The premises of a carer's home must be fitted with appropriate devices that:

- Are designed to prevent children from gaining access to power points or other electrical outlets.
- Are designed to minimise the risks of electrical shocks arising from electrical wiring.
- Power points will be to an approved safety standard and will be out of reach (more than 1.75m) of all children or fitted with approved safety plug or with an earth leakage circuit breaker.
- Carers will supply the coordination unit with documentation/ evidence that states their home has been fitted with such a device (Earth Leakage Circuit Breaker). The documentation must cover all care areas and be produced by a registered/qualified person in the electrical field.
- Are checked at least every two years and documentation provided

2.5.6 References

- Children's Services Regulation 2004
- OH&S Regulations

2.5.7 Person Responsible

Coordination Unit is responsible for monitoring regulations and policies.

Carers are responsible for doing daily risk assessments on their environment and are responsible for supplying the Coordination with documentation that safety devices (Earth Leakage Circuit Breaker) have been fitted and operational.

2.5.8 Implementation and Evaluation

- Carer home visits
- Daily risk assessments conducted by carers

2.5.9 Documentation

- Home visit forms
- Certification/documentation that devices have been fitted.