

2.2 PROVIDING A SAFE AND HYGIENIC ENVIRONMENT

Policy:

An approved provider must ensure that every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury or illness.

Safety Procedures:

1. A home risk assessment of the family day care residence/venue is completed by scheme co-ordinators prior to the commencement of a family day care service.
2. Educators must review their home risk assessment at least every six months or when any new risks are added or changes are made to any control measures.
3. Co-ordination unit staff will conduct a review of each home risk assessment at least annually. The home risk assessment will address all matters set out in Regulation 116.
4. All control measures identified as part of the home risk assessment must be in place at all times.
5. All swimming pools and spas at a family day care educator's residence/venue must have a current pool safety certificate.
6. A family day care residence or approved family day care venue and its facilities (including toys and equipment) must be kept clean, in good repair and free of pests.
7. All toys and equipment used as part of the family day care service must meet current Australian Standards.
8. All equipment which measures 600mm or more above ground level requires playground surfacing such as pine bark, wood chips or sand (to a depth of 250mm) or portable soft fall mats.
9. Indoor and outdoor play areas must be well maintained and kept free of refuse.
10. Educators must check their indoor and outdoor environments and remove any potential hazards (including any items requiring maintenance) prior to children commencing care each day.
11. The use of trampolines is discouraged by Mackay Family Day Care Scheme. However, if trampolines are used they must meet current Australian Standards, have safety netting which is in good condition and safety pads must cover trampoline springs.
12. Children using trampolines must be vigilantly supervised and only one child at a time is allowed on the trampoline.

13. Swings must be well anchored with a soft surface underneath, and a large clear space all around them, taking into consideration the arc of the swing. Swing sets must be positioned away from fences, sandpits and walkways. Chain links should be covered in plastic tubing. Swing seats should be well maintained and checked daily for any pooled water.
14. Grass at the family day care residence or approved family day care venue must be well maintained and kept short. Mowing of lawns must not take place when the children are in care unless children are supervised by the educator inside the family day care residence/venue.
15. Educators are required to notify the scheme and client families a minimum of two (2) weeks in advance of any structural alterations to the family day care residence or approved family day care venue. The co-ordination unit staff, in consultation with the educator and/or builder, will determine if it is appropriate for care to take place during renovations.
16. Educators must maintain a record of all visitors to their home.
17. Educators must ensure a child is not left alone with a visitor to their home.

Hygienic Practices:

1. Indoor and outdoor table surfaces are to be kept clean. Basic steps for effective routine cleaning include:
 - Use detergent and warm water. Follow manufacturer's instructions on how much detergent to use.
 - Vigorously rub the surface to physically remove germs.
 - Rinse the surface with clean water.
 - Dry the surface.
2. Sandpits should have a suitable cover which protects against contamination by animals when not in use.
3. Toilets and potties must be kept clean at all times.
4. Soiled cloth nappies should be either soaked in an effective germicidal cleaning solution in a bucket or similar container with a close fitting lid (out of reach of children) or placed in a sealed bag (out of reach of children) to be returned to parents.
5. The use of disposable gloves is necessary when dealing with bodily fluids including blood, vomit, urine and faeces.
6. Clean bed linen must be provided for each child in care and should be laundered when soiled or at least weekly.

2.2 Providing a Safe and Hygienic Environment

7. When not in use, dummies should be stored with cap in place or in sealed individual plastic containers or bags, labelled with the child's name. Never let children share dummies.
8. Regular cleaning of the service will be carried out.

“Staying Healthy” – Preventing infectious diseases in early childhood education and care services, 5th edition 2012 can be accessed at the Mackay Family Day Care office or online at:-

http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf

Date Implemented	Review Date	Date Updated	Source
2016 January	2017 July 2019 April 2021 January	2017 October 2019 July	<ul style="list-style-type: none"> • Education and Care Services National Law Act 2010 • Education and Care Services National Regulations 2011 • Staying Healthy – Preventing infectious diseases in early childhood education and care services. 5th Edition • Kidsafe Family Day Care Safety Guidelines.

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