

Family day care health and safety policy

This is a mandated policy under the operational policy framework. Any edits to this policy must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

Overview

The South Australian Department for Education (the department) operates a family day care program (the program). Family day care services are provided through a network of self-employed family day care (FDC) educators who are registered with one of the department's 12 FDC services (schemes) to deliver education and care to children in the educator's own home and/or an approved premises.

Scope

This policy applies to all department FDC staff, registered FDC educators and approved FDC educator assistants.



Revision record	22
Contact	23

Detail

The legislative base

As an approved provider of FDC, the department services are governed by the National Quality Framework for Early Childhood Education and Care and School Age Care (NQF). The NQF incorporates and is established by the Education and Early Childhood Services (Registration and Standards) Act 2011, Schedule 1, Education and Care services National Law, (South Australia National Law) and the

education and care for children in a premise, or other approved venue. Typically, another approved venue is a premise

- x R 87 Incident, injury, trauma and illness record
- x R 88 Infectious diseases
- x R 89 First aid kits
- x R 90 Medical conditions policy
- x R 91 Medical conditions policy to be provided to parents
- x R 92 Medication record
- x R 93 Administration of medication
- x R 94 Exception to authorisation requirement—anaphylaxis or asthma emergency
- x R 95 Procedure for administration of medication
- x R 96 Self-administration of medication
- x R 97 Emergency and evacuation procedures
- x R 98 Telephone or other communication equipment
- x R 99 Children leaving the education and care service premise
- x R 100 Risk assessment must be conducted before excursion
- x R 101 Conduct of risk assessment for excursion
- x R 102 Authorisation for excursions
- x R 102B Transport risk assessment must be conducted before service transports child
- x R 102C Conduct of risk assessment for transporting of children by the education and care service
- x R 102D Authorisation for service to transport children
- x R 168 (2) Education and care service must have policies and procedures
- x R 169 (2) Additional policies and procedures – family day care service

Health

The department is committed to promoting children’s health and wellbeing as the foundation for their learning and development. Children’s health and physical wellbeing contributes to their ability to concentrate, engage and learn. Being active, healthy, well rested, and free of illness helps children to participate happily and successfully in the learning environment. It is also important that children are supported to take increasing responsibility for their own health and physical wellbeing just as they must learn to be increasingly independent and competent in all areas of their lives.

Educators’ work in partnership with parents and families

Wellbeing and comfort

“Wellbeing and comfort incorporate both physical and psychological aspects and are central to children’s learning and development. Without a strong sense of wellbeing, it is difficult for children to develop a sense of belonging, to trust others and feel confident in being themselves and to participate in experiences that support their personal growth”².

Children’s wellbeing and comfort is affected and supported by how our service supports their individual requirements for various health-related needs.

Sleep and rest

Appropriate and responsive sleep, rest and relaxation, nappy changing, and toileting arrangements are fundamental to children’s comfort and wellbeing and the National Law requires that they are the subject of service policy and guidelines.

The following policy statement underpins our service guidelines and practice for children’s sleep and rest:

- x our service’s safe sleep and rest guideline and practice follow [Red Nose guidelines](#) and require cots (including portable cots) and bedding to comply with the Australian Standards AS/NZS 2195 (and carry a label to indicate compliance)
- x educators and department staff have a shared duty of care to ensure every reasonable precaution is taken to protect all children from harm and hazard and provide them with a high level of safety when sleeping and resting in areas that are well ventilated. These areas should have adequate lighting to enable effective supervision and monitoring of children by educators
- x educators must develop a risk benefit assessment specifically for sleep and rest and these must be reviewed annually, or when matters arise that may affect the safety, health or wellbeing of children during sleep and rest
- x continuous supervision of sleeping and resting infants and children is best practice. This involves the educator being within sight and hearing of the sleeping infant and child at all times
- x educators regularly monitor children’s safety and wellbeing when they are asleep or resting
- x educators regularly visually check the child’s breathing and the colour of the child’s lips and skin tone
- x^x educators keep a record of their checks on each child when they are sleeping or resting, conducted not less than every 15 minutes

- x educators will negotiate sleep, rest, and relaxation arrangements in developmentally appropriate ways with all children and always, with school aged children
- x specific sleep requirements apply to the provision of extended and overnight care which, because of the change in circumstances, educators must be approved to provide.

Nappy change and toileting

The following policy statement underpins our service guidelines and practice for toileting and changing children's nappies:

- x nappy changes and toileting are undertaken hygienically to safeguard children's health. The environment must include appropriate change, toilet, washing and drying facilities
- x

- o Australian Standards

outdoor activities that is consistent with [SunSmart](#) and accurately reflects the educator's own environment. Educators can download the [Sun Protection policy](#) template and use it as their own

- x where animals are kept on the premises or visit the premises when children are in care, educators must conduct a risk benefit assessment to identify the level of danger posed and implement strategies to manage any potential risk
- x there must be a suitable separate area for all pets that is not accessible to children
- x educators must plan suitable interactions between animals and children and obtain written permission from each family before interaction with animals.

Safety, each child is protected

Supervision

Adequate supervision is critical to children's protection from harm and hazard. All children must be adequately supervised at all times that children are being educated and cared for in our service. The department as the approved provider, nominated supervisors of our schemes and family day care educators may be found guilty of an offence under the National Law if the service, their scheme or the family day care educator has been found to have contravened the requirement of [Regulation 15](#).

Adequate supervision is determined by a range of factors, including:

- x number, ages, and abilities of children
- x

- x anticipating, assisting, and checking for appropriate behaviour
- x removing distractions (for example, impact of visitors)
- x planning the experiences and environment to enable educators to actively engage with children in their play and learning.

Visitors

Visitors must not be left alone with any child whom the educator is educating and caring for at any time and must be supervised in the care environment.

A visitor is any person (including children) who visits the premises while children are being educated and cared for. A parent, family member or authorised nominee delivering or collecting their child is not included in this definition, nor are emergency services or medical personnel attending the premises in an emergency. A visitor is not required to have a current Department of Human Services Working with Children Check. Educators must ensure that anyone, including a parent, family member or authorised nominee coming into the premises is not left alone with any child/ren in care.

While an educator is delivering education and care they must maintain an accurate record of all visitors to the premises. The record must include specified details for each visitor and be kept for the time required by the National Law as detailed in the relevant guideline.

Incident, injury, trauma, illness and emergency management

The National Law requires that the department have a policy, guidelines and reporting mechanisms in relation to **Incident, injury, trauma and illness**. Our policy statement on health practices and procedures underpins our guidelines and practice.

Educators must notify the department of any serious incidents within 12 hours of the incident, and the department, in turn will notify the Education Standards Board (the Board) within 24 hours of the incident. All incidents are reviewed and assessed to ensure appropriate action is undertaken at the educator or Scheme level, minimise recurrence and address any non-compliance. The Board also identifies trends, provides expert advice to the department to address any trends of concern and investigates breaches of the Law where children's

legislation.

Endorse FDC policies and operational guidelines to ensure the efficient management of the program that meets the strategic direction of the Department for Education.

R 3.17

- x [safeguarding children and young people policy](#)

Responsible for quality of the education and care delivered to children.

Protect children from harm and hazard.

Maintain and update their knowledge of health and safety in education and care as required, including service policy and operational guidelines updates.

Definitions

direct supervision

Educators/supervising adults Res(r)0.7 (ect)-1.4 (379.5s)JJ/m(el)-1e.007 Td.007 TisMa20891 Td(P)-4Respo
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(a) a working

Cc-2 60.002 Tw 0mT0(18D)m224T40 o.002 Tcn

Review date: 13 December 2026

Amendment(s): Provided further clarity for educators about taking children on an excursion or transporting them home or to another education and care service.

Version: 1.0

Approved by: Head, Office for the Early Years

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Amendment(s): New policy.

Contact

Business unit: Family Day Care Programs

Email: education.FDCCorporate@sa.gov.au

Phone: 8226 1600