



Family DAYCARE Care Environment SAFETY CHECK

Sponsored by the Uniting Church

Educator Name: _____ Co Educator Name: _____

Educator Assistant's Name: _____

Address: _____

Phone No: _____ Fax: _____

Email: _____

Mobile Phone No: _____

Name of all the occupants in the home.	Adults Linked to the Scheme
_____	_____
_____	_____
_____	_____
_____	_____

Car Details: The Driver of the vehicle must hold a open "C" class License or higher

1) Make: _____ Model: _____ Year: _____

Registration Number: _____ Expiry Date: _____

Educator's Licence Number: _____ Expiry Date: _____

2) Make: _____ Model: _____ Year: _____

Registration Number: _____ Expiry Date: _____

Other Adult Driver's Licence Number: _____ Expiry Date: _____

Mobile Phone No: _____

Compliance Plate / Modifications to vehicle: Yes / No (Copy on file)

Car Comprehensive Insurance: Yes: _____ Other _____

Does the vehicle display the scheme's contact details visible from out side the vehicle? Yes / No

Does the vehicle have lap only seat belts and are they used for children in care? Yes / No

Does the vehicle have seats with no head support and are they used for children in care? Yes / No

Parents must be made aware of where their children are seated in the vehicle and what type of restraint is used (0—12) years and give permission in writing on the regular transportation form.

Does the vehicle have an airbag fitted in the front passenger seat? Yes / No

If yes, what are the manufacturer's instructions regarding transporting children in the front seat?

Emergency procedures

Emergency plan in place for medical emergencies	Yes	No
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Describe: _____

An emergency evacuation plan and procedure is displayed at each exit in the care area

Yes	No
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Smoke detectors are installed and in working order

Yes	No
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Fire blanket or extinguisher available

Yes	No
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Hoses are attached to front/ back taps

Yes	No
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Power Safety Switch installed

Yes	No
-----	----

A suitable first aid kit is available

Yes	No
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Medical Action Plans in place (if required)

Yes	No
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Where a child has been diagnosed as at risk of anaphylaxis a notice stating this must be displayed at the service.

Keep your emergency phone number list with parent's contact numbers,

Fire, Police, FDC office and Poisons Information **visible**.

Where? _____

Visitor Register:

Sighted

Written permission to take photos, videos etc. Copy on File

Yes	No
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Risk Minimisation Plans (RMP) are to be implemented then signed by parent or authorised person and a current copy is to be held on file at the FDC Office for :-

Fencing RMP N/A

Dams or any pools, ponds, fish ponds, aquariums, bird baths. RMP N/A

Swimming Pools / Spas RMP N/A

Wading Pool RMP N/A

Poisonous/dangerous plants around your home RMP N/A

Garden shed/s RMP N/A

Animals/ Pets RMP N/A

Trampolines RMP N/A

Swings RMP N/A

Fixed Play/ Climbing Equipment over 50cms RMP N/A

Gas BBQ bottles RMP N/A

Transportation / Excursion RMP N/A

Children leaving the care area. RMP N/A

Hot Water Management RMP N/A

Medical Conditions Action Plans RMP N/A

Members of the household who smoke RMP N/A

Describe management of sand pit area. _____

Describe the shade areas. _____

Are age appropriate toys easily accessible and are children able to make choices?

Yes	No
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Describe toy storage outside. _____

What sustainable practices are promoted in your service? _____

GARDEN SHEDS CONTAINING HAZARDOUS ITEMS EG: MOWERS, GARDEN TOOLS AND POISONS MUST BE KEPT LOCKED WHILE CHILDREN ARE IN CARE.

Describe where the following items are stored.

Garbage Bins _____

Tools/ Lawn Mower/ Whipper Snipper etc. _____

Poisons kept in original containers & locked away. _____

Flammable liquids e.g. paint tins, petrol, methylated spirits, turpentine. _____

Checklist Daily / Weekly / Monthly for maintaining a safe indoor and outdoor play area for pests, maintenance, vehicle, toys and equipment. (Current Copy on File) Yes / No

How are children actively involved in being environmentally responsible? _____

Pets—Please give details of pets on the premises: _____

Describe separate area for animals: _____

Are pet faeces removed from children's play areas on a daily basis? Yes _____

Are animal food and water dishes and bedding out of the care area and inaccessible to children? Yes _____

Are parents informed about the pets at the family day care premises? Yes _____

Are children's interactions with pets supervised by the Educator? Yes _____

Pets must not be present while food is being prepared or eaten while children are in care.

INDOOR AREA:

Describe the areas of your home where the children play. Please Note: Any areas of your home that are inaccessible to children should have the doors closed or have doors barricaded.

Power points covered in all areas accessible to children Yes _____

CHILDREN SHOULD ONLY BE LIFTED TO THE LEVEL OF AN ADULTS HEAD TO AVOID ACCIDENTS WITH CEILING FANS. OUT OF REACH IS 1.75M ABOVE FLOOR LEVEL.

SMOKERS / SMOKE MUST NOT INFILTRATE INTO CARE ENVIRONMENT INCLUDING A VEHICLE.

Do any members of your household smoke? *No / Yes* If yes a Risk Minimization Plan is required

ALCOHOL MUST BE STORED AND CONSUMED AWAY FROM CHILDREN IN CARE

GUNS MUST BE LICENCED AND MUST BE STORED AS REQUIRED BY LAW.

Educators must have a mobile phone and emergency documents and information on medical conditions while away from the principal place of care which includes current phone number for parents and emergency contacts.

Where _____

A suitable first aid kit is available in the vehicle used to transport children. Yes No

Where _____

Vehicle used for transportation of children is registered, insured and adequately maintained in regard to tyres, brakes and general mechanics.

Copy of Service Details / Maintenance Check

Hot Water Management Regulated 50°C or child proof caps or RMP (Please Circle)

KITCHEN: NOTE: CHILDREN ARE TO BE SUPERVISED AT ALL TIMES IN THE KITCHEN SAUCEPAN HANDLES SHOULD BE TURNED AWAY FROM THE EDGE OF THE STOVE

Describe where the following items are kept: High Cupboard / Caddy / Child proof Space/ High Shelf

Sharp objects, knives, scissors				
Detergents and cleaning agents				
Plastic Bags and plastic cling film				
Matches, lighters, igniter gun				
Electrical appliances				
Stove knobs. Describe position on stove				

BATHROOM/S & TOILETS:

Door locks are able to be opened from the outside. Yes _____

Describe where the following items are kept: High Cupboard / Bench / Child proof Space / High Shelf

Cleaning agents				
Plugs				
Shampoo and conditioner				
Perfume, talcum powder, make-up,				
Medicines				
Toothpaste/ brushes				
Electrical Appliances – hairdryer, razors etc				
Toilet freshener in cistern / bowl				
Razor Blades				

LAUNDRY:

Clothes Drier (Please Circle) High Shelf or Wall Mounted

Washing Machine Top Loader or Front Loader

Buckets & Nappy Buckets In tubs or on shelf

Detergents/ Cleaning Agents/ Poisons High Cupboard / Bench / high shelf

IRON AND IRONING BOARD MUST NOT BE ACCESSIBLE TO CHILDREN IN CARE

LIVING AREA (Please tick)

How are portable fans managed? _____

Furniture has no sharp edges or corners at children’s eye level. Yes No

Heavy high furniture; Television; Bookshelves etc. are secured? Yes No

Fireplaces and heaters are protected by fixed screens. Yes No

Your telephone must be available at all times while children are in care. Yes No

Telephone cords are out of reach of children Yes No

Curtain and blind cords are out of reach of all children Yes No

EMERGENCY EVACUATION

Emergency Evacuation Plans and procedures at each exit Yes No

Dates of Emergency Evacuation practice with names of participants Sighted

Evaluation of Emergency Evacuation Practice; _____

FOOD and NUTRITION: How do you support families in providing nutritious food which is age appropriate when providing food and snacks for children in care?

Menu: Daily / Weekly menu is displayed if food is provided: Yes / No

BEDROOMS: Cots Educator's Own Supplied by FDC

If not supplied by FDC, check distance between mattress, slats and a description of latches, head, arm / leg, finger traps, if applicable.

Describe _____

Cots are placed out of reach of curtain/blind cords.

Children who are able to climb should not be placed into a cot.

Each child has their own place to sleep with separate bedding.

Describe _____

Top bunk beds are to be made inaccessible and not used for children in FDC.

Describe management of personal items. e.g.: perfumes, deodorants, powder, make-up, jewellery, pins, needles etc.

NOTE: FANS, HEATERS AND VAPORIZERS ARE OUT OF REACH OF CHILDREN

HYGIENE:

PERMISSION TO APPLY CREAMS, LOTIONS, DRESSINGS ETC MUST BE IN WRITING AND SIGNED BY THE PARENT OR AUTHORISED PERSON (Current Copy on File) Yes _____

Nappy change / toileting procedures for children:

Do you have an impervious surface to use when changing nappies? Yes / No

Do you wash your hands each time when toileting or changing nappies? Yes / No

How is the child's dignity respected when toileting or changing nappies?

How do you deal with bodily fluids—blood, running noses, faeces, vomit etc. _____

What is used to manage pests and vermin in the care environment?

Review date if required? _____

This is an accurate record of the home registered at the above address on the day of the care environment safety check.

Date: _____

Educator signature: _____

Certified Supervisor signature: _____