

## POLICY: 6.1 Child Safe Environment

### Procedure: 6.4 Keeping Animals

The Service recognises animals are a typical part of family life in Australia. This procedure aims to provide guidance on how Educators must manage their environment to ensure children do not have direct access to animals without close supervision.

#### 6.4.1 Linking to Policy

This procedural guidance should be read in conjunction with the Service **6.1 Child Safe Environment Policy** and will assist the Approved Provider, Management, Staff (Nominated Supervisors, Coordinators, and Administrative Staff members) Educators, Educator Assistants and parents/guardians to implement the policy. The procedure covers:

#### [6.4.2 Role and Responsibilities](#)

#### [6.4.3 Management of animals at the Educator's residence](#)

#### 6.4.2 Role and Responsibilities

The Service will ensure when assessing the suitability of a residence for the purpose of providing family day care, that the staff discuss pets with a potential Educator and ensure any Educator who has a pet:

- Has developed a risk assessment plan and considered how they will ensure:
  - o There is a separate space available for the pet that is inaccessible to children.
  - o No child is at risk of injury from the pet.
  - o Where a pet is incorporated in the daily educational program, consideration is given to the ages of children and the welfare of the pets.
  - o Pet droppings are dealt with immediately.
  - o No pet will be left in the presence of a child without direct supervision.
  - o Consideration is given to exposure to animals when on excursions.
- Ensures they are aware of their duty of care to the pet, which includes:
  - o providing food and water which is not accessible to children.
  - o providing accommodation or living conditions that ensure the pet is not exposed to extreme heat or cold.
  - o understanding your animal's normal behavioural patterns and ensuring this is considered when assessing the risk to children.
  - o treating disease and injury immediately to ensure this does not impact on children.
- Any animal (which includes birds, fish and wildlife) kept at the Educator's residence must be permitted by local authority regulations.

### 6.4.3. Management of animals at the Educator's residence

Educators will, with regards to pets, ensure:

- They are housed in a manner that allows safe access to the residence.
- Are inaccessible and kept in a separate enclosure, which is apart from areas used by children.
- Animal food, water and litter trays are to be kept inaccessible to children.
- All animals are healthy and their environments kept in a hygienic manner. An animal, bird or pet likely to adversely affect the health safety or well-being of the children in care is not accessible.
- Aquarium water tanks must meet the glass safety requirements of the Service, and not pose a drowning risk to children.
- All appropriate treatments (e.g. parasite, worming, fleas, and immunisation) are current.
- Shared areas used by animals must be cleaned regularly, or as required, to ensure no faeces, urine, hair, or smell is present, before children access this area.
- Children's interactions with animals and birds must be planned and are to be directly supervised at all times e.g. grooming, bottle feeding young, visiting a petting zoo, play and fetch.
- Written permission must be sort from parents/guardians before any activity involving animals is incorporated into the program.
- Hand washing takes place at the end of an activity or interaction with pets or animals.
- Any incident where a pet has harmed a child must be reported to the Service and the parent.
- A risk assessment is completed where there are interactions between the children and the animal. Refer to the 6.11 Risk Assessment and Management Procedure for guidance.

## Review

	<b>Date</b>	<b>Details</b>
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	10/2020	Reviewed and separated from Policy

## Related Documents

### Policies

6.1 Child Safe Environment Policy

### Forms

Home Safety Checklist

Pet Risk Management Plan

### Reference

My Place Family Day Care  
6.4 Keeping Animals Procedure

Refer to 6.1 Child Safe Environment Policy

Queensland Government, Laws of Pet Owners – retrieved 10<sup>th</sup> December 2019 -

<https://www.qld.gov.au/families/government/pets/pet-laws>