

6.2 Child Safe Equipment Policy

1. Purpose

My Place Family Day Care is committed to providing children enrolled in the Service with safe environments, developmentally appropriate resources and Australian Standard equipment which meet their needs while promoting each child's learning and growth.

2. Scope

This policy applies to Nominated Supervisor, Coordinators, Educators, Educator Assistants, parents and children.

3. Definitions

Approved Provider: Inala Community House (ICH) has approval from the Federal Government to operate an approved FDC service.

Service: My Place Family Day Care, whose Approved Provider is Inala Community House.

Parent/Guardian: The person responsible for the payment of fees and who is paid the Child Care Subsidy. Referred to as the Parent/s. **PLEASE NOTE: does not include a parent who is prohibited by a court order from having contact with the child**

Authorised Nominee: in relation to a child, means a person who has been given permission by a parent or guardian to collect the child from the FDC Educator.

Authorised Person: Means a person who is a parent or family member of the child who is being educated and cared for by the family day care educator. **PLEASE NOTE: A parent or family member does not include a person whose access to the child is prohibited or restricted by a court order or tribunal of which the approved provider, nominated supervisor or FDC Educator is aware.**

Educator: A suitably qualified person who is registered with the Service.

Educator's Residence: The home or venue approved to provide childcare by an approved Educator of the Service.

4. Policy

My Place Family Day Care will ensure that equipment and furniture used by children is safe, clean and in good repair and is suitable to the developmental and recreational needs of children in care.

4.1 Purchasing Equipment – meeting the Australian Standards

Educators and staff will ensure that any equipment purchased for use by children enrolled at the Service complies with relevant Australian Standards (available from Standards Australia) especially in relation to toys, play and nurse equipment.

4.2 Maintenance and Checks

Educators will ensure that all equipment is regularly checked and maintained in accordance with and following the manufacturer's instructions. Equipment will be kept in a safe, sound working order.

The Service will ensure annually, that equipment used in the provision of education and care continues to be in sound working order.

4.3 Safe Use and Placement of Outdoor Equipment

Educators and Coordinators will ensure that equipment is placed in an area which is suitable for their use and does not create a hazard.

Outdoor equipment, both portable and fixed, must be on suitable foundations, fit for its purpose and placed on a surface which protects children from harm.

4.4 Toys and Learning Resources

In keeping with the learning and play objectives of the Service, equipment used by Educators will be appropriate to the interests, developmental levels and cultural needs of the children in care.

Consideration will be given to the number of children using a piece of equipment at any given time.

5. Review

This policy remains in effect unless otherwise determined by resolution of the Board of Directors. This policy will be reviewed every two years or sooner as required.

| | Date | Details |
|-------------|-------------|------------------------|
| Revision 00 | 07/2015 | Original Policy Issued |
| Revision 01 | 12/2016 | Reviewed |
| Revision 02 | 09/2017 | Reviewed |
| Revision 03 | 12/2019 | Reviewed |
| Revision 04 | 01/2021 | Reviewed |
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6. Related Documents

Policies

3.1 Educational Program and Practice Policy

- 3.2 Excursions and Transporting Children Policy
- 3.3 Diversity and Inclusion Policy
- 4.8 Safe Sleep Practices

Procedures

- 3.1. Education Program and Practice Procedure
- 3.2 Reflective Practice Procedure
- 3.4 Transporting Children Procedure
- 3.7 Inclusion Procedure
- 6.10 Nurse Equipment Procedure
- 6.11 Play equipment Procedure
- 6.12 Toys and Learning Resources Procedure

Forms

- Home Safety Check List
- Play Equipment Risk Management

References

Education and Care Services National Regulation 2011

R.81 Sleep and Rest

R.103 Premise, furniture and equipment to be safe, clean and in good repair

R.104 Fencing

R.105 Furniture, Materials and equipment

R.109 Toilet and hygiene

R.110 Ventilation and natural light

R.116 Assessment of family day care residences and approved family day care venues

R.177 (1)(d), (2), (5) Prescribed enrolment and other documentation to be kept by approved provider

R.183 (1) (2)(g) Storage of records and other documents

Guide to the National Quality Framework, Australian Children's Education and Care Quality Authority, 2018 National Quality Standards: Quality Area 2 Health and safety

2.1 Health, 2.2.3 Healthy Lifestyle: Health eating and physical activity to be promoted and appropriate for each child

Quality Area 3 Physical Environment

3.1 Design: the design of the facilities is appropriate for the operation of a service

3.1.1 Fit for Purpose - outdoor and indoor spaces building, fixture and fittings are suitable for their purpose, including supporting the access of every child

3.1.3 Upkeep – Premise, furniture and equipment are safe, clean and well maintained

3.2 Use: The service environment is inclusive, promotes competence and supports exploration and play-based Learning

3.2.1 Inclusive environment: Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments

3.2.2 Resources support play-based learning: Resources, materials and equipment allows for multiple uses, are sufficient in number and enable every child to engage in play-based learning

Kidsafe Family Day Care Guidelines 6th Ed August 2014 - Retrieved 30th October 2019
<https://static1.squarespace.com/static/5a70178a4c326d908fa4f3ed/t/5b459d75352f5340dfe578c3/1531289008616/KidsafeFamilyDayCareGuidelines2014.pdf>

[Kidsafe Qld Fact sheet – Backyard Safety](#) Retrieved 30th October 2019

Australian Competitive and Consumer Commission, Keep children safe – A guide to infant and nursery products - Retrieved 30th October 2019
<https://www.productsafety.gov.au/publication/keeping-baby-safe-a-guide-to-infant-and-nursery-products>