

My Place Family Day Care Home Safety Checklist



Educator Name: _____ Coordinator Name: _____

Address: _____

Please consult with your Service Policies/Procedures and National Law and Regulations if unsure of any area.

Items to be stored in locked cupboard/draw/room	Educator (Tick)	Coordinator (Tick)	Comments
Batteries			
Matches/lighters			
Cigarettes/tobacco/e cigarettes/vapors/ used ash trays			
Sexually explicit and violent material			
Polystyrene			
Alcohol			
Dangerous products/chemicals in original bottle or clearly labelled			
Essential/medicinal oils and rubs - Only essential oils can be used in diffusers			

Items to be stored Out of Reach of Children (Standard bench height)	Educator	Coordinator	Comments
Hand sanitiser			
Epi/ana pens should be stored at room temperature in accordance with Service policy and procedures			
Heaters, fans and cooling units (not approved by Service)			
Automatic air freshener sprays			
Exercise equipment (inaccessible or securely covered)			
First Aid kits are current/replenished and easily recognisable and readily accessible to Adults If stored in cupboard, cupboard must be labelled – See First Aid Kit Guide			
Fireplaces/fire pit/tools/stacked firewood- (inaccessible or securely covered)			
Items labelled 'Keep out of reach' must be adhered to			

KITCHEN AREA - Gated kitchens need to be safety checked and must meet service safety requirements

Items to be stored Out of Reach of Children	Educator	Coordinator	Comments
Electrical appliances			
Detergent			
Items to be stored in a locked cupboard/draw			
Dishwashing powders and dishwashing tablets			
Plastic wrap/shopping bags / plastic sandwich bags etc			
Sharp knives / blades / Sharp Kitchen Utensils			
Scissors (adult)			
Skewers			
All Cleaning products			
Medicines including tablets, liquids and drops, vitamins, creams			
Refrigerated medicines in a locked container within refrigerator			
Disinfectants			
Aerosol cans (including but not limited to cleaning and insect spray)			
General			
Highchairs are fitted with a five-point harness, must be clean and hygienic at all times			
Fire extinguishers and/or fire blanket mounted (or easily accessible for use)			
Stove guard is in place or only back hotplates used while children are in care			
Stove and sink are clean and in good repair			
Food preparation surfaces and equipment cleaned after use.			
Safe strategies for warming children's bottles are used) e.g. stand bottle in warm/hot water or bottle warmers) and always test on Educator's wrist before giving. MICROWAVES ARE NOT TO BE USED			
Rubbish is in a receptacle with a lid and emptied regularly/daily			
Recycle and food scrap bins must have a lid and emptied daily			

GLASS

	Educator	Coordinator	Comments
Glass on furniture complies with Australian Safety Standards stated in Education and Care Regulations or has an effective barrier to restrict access e.g. china cabinets			
Glass areas up to 75cm from floor level is toughened glass or has Australian Standard safety film fitted by an approved glazier or an approved barrier is in place.			

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SLEEPING AREAS

	Educator	Coordinator	Comments
There are individual beds, cots or mattresses for each child. (Children are NOT to be slept in out of bounds rooms)			
Each child has linen available for his/her exclusive use. Linen is washed weekly or sooner if Needed. Individual linen to be stored in clean sheet bags/pillow slip			
Children can be heard from sleeping areas at all times and slept on the same level as Educator			
Regular visual checks are carried out			
Overnight care is in a separate, comfortable bed with the child/rens privacy respected (a monitor may be required at the Service's discretion)			
Top bunks are not to be used for children in care and the ladder removed or covered (if room is not out of bounds)			
Smoke alarm fitted in sleep rooms or the door to remain open at all times			

BATHROOM /TOILETING AREA

	Educator	Coordinator	Comments
Items to be stored Out of Reach of Children			
Shampoo/conditioner/shaving cream			
Make-up/make-up products			
Soaking bucket (must have a lid)			
Gloves, nappy sacks, nappy bins and nappy change creams			
Items to be stored in a locked cupboard/draw			
Toilet cleaners/sprays (no in bowl toilet cleaners to be used)			
Aerosol cans (including but not limited to toilet sprays and hair sprays)			
Razor blades			
General Requirements			
There are provisions made to enable children to make use of adult-sized basins (eg: stable stool)			
A waterproof change mat – free of tears and is cleaned with soapy water or anti-bacterial/ disinfectant wipe after each use. (A BABY WIPE IS NOT ACCEPTABLE FOR CLEANING)			
Electrical appliances are not to be left plugged in (including hair dryers and straighteners)			
Toilet and toilet areas are clean daily and in good repair. Toilet bins must have a lid and emptied daily.			
Bathroom surfaces are clean and in good repair. Bins must have a lid and be emptied daily.			
All potties are stored in toilet area and are emptied and cleaned immediately after use.			
All children have access to a disposable or an individual towel/washer			
Hand washing for Educator and children is done in an area separate from food preparation			

GENERAL PLAY AREAS

Requirements	Educator	Coordinator	Comments
Walls and doors – clean and in good condition			
Bean bags have two covers or a childproof zipper			
All ‘out of bounds’ rooms have a catch/gate/child lock or barrier in line with Australian Standards			
A key to any locked security door/fire exit is easily accessible to adults in case of emergency			
All stairs and railings are maintained in a safe and good condition. Any staircase at a home must be made inaccessible to children to whom the staircase poses a safety hazard. (This will be determined by the Service)			
Power point covers in all unused sockets throughout all areas accessible to children			
Furniture, shelves and equipment are stable and in good repair – free from loose nails, splinters, unstable legs, etc			
Any heavy pieces of furniture eg bookcases/televisions or other similar equipment that is deemed to be unstable must be secured by a safety strap (if deemed necessary by the Service).			
Furniture is arranged away from stairwells, low walls, and veranda’s if elevated.			
Toys must be disinfected and cleaned regularly			
Equipment used for children is kept clean and in good repair			
The areas of the home that are visible or used by clients are presented in a tidy and professional manner and free of unnecessary clutter			
Lounges/dining room chairs/outdoor furniture – clean, in good condition and safe			
Premises are kept free of rubbish			
Carpets/floors – clean, mopped, vacuumed regularly and in good condition and safe			
The home is free of pet hair, insects, rodents and other pest infestations			
Toys are safe, age appropriate and checked regularly for damage. (Broken toys are to be removed)			
Any drop of more than 60cm to ground level has a rail or balustrade, which provides an effective barrier and doesn’t constitute climbing access.			
Toys must be stored away safely – any large, enclosed storage containers for toys must have ventilation or removable lid.			

FIREARMS / WEAPONRY

<p>If you have firearms on the premises</p> <ul style="list-style-type: none"> • Firearms, bolt, pin and ammunitions are stored according to Australian Law. • Appropriate certificates or permits held for firearms <p>Weaponry is stored in a locked cupboard according to licence requirements</p>	Yes / No		
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OUTDOOR ENVIRONMENT

Requirements	Educator	Coordinator	Comments
House number is prominently displayed on letterbox or at entrance.			
All external structures are sound (retaining walls, decking, pergolas etc)			
All stakeholders have safe access to your home			
Stationary outdoor equipment is sturdy, in good repair and firmly anchored			
The play area is enclosed by a fence that is of a height and design that children cannot go over, under or through and in good repair (NO barbed wire fences)			
Gates/fences/barriers are in good repair & no items in which a child can climb are nearby.			
Gate catches are out of reach and if locked, keys must be readily accessible to adults			
Sandpits must have adequate covers and be checked for any animal faeces and any potentially dangerous objects. Covers must always be replaced after each use.			
Storage areas – (including under houses) are secured by effective barriers such as gates or grills and sheds are locked			
Swing sets are in a safe position and securely anchored with a completed Risk Assessment. (1metre from highest point, away from fences, cement and walls)			
BBQ's and gas bottles are turned off. Have a child-proof lock placed over tap or are suitably covered with no access to children			
Appropriate surfaces under climbing frames, swings, slides, play gyms both inside and out. Equipment over 60cm must have a completed Risk Assessment and meet the manufacturers guidelines. Any equipment under 60cm may need a Risk Assessment (at the Services discretion.)			
Entrapment areas should be assessed for risk and fenced if necessary			
Heavy equipment is secured and covered securely to prevent injury by way of tipping or pulling over (boats, motorbikes, trailers)			
Outdoor play areas are free of standing water in which insects may breed e.g. pot plants			
Dangerous plants (poisonous, sharp prickles, prominent thorns or plants such as chilli) are moved or Risk Assessed. (this is at the discretion of the Service)			
Lawn mower/whipper snipper to be out of reach of children at all times.			
Poisons (including fertilizers, pesticides and fuels) to be in a LOCKED area			
Portable shade gazebos and outdoor umbrellas need to be securely anchored			
Grounds are kept free of rubbish and maintained at all times.			
The outdoor play area has a suitable amount of shade			
The exterior of your home is in good repair and clean, free of loose fixtures, peeling paint, broken floorboards and cobwebs			
Appropriate safety requirements/clothing, including helmet must be worn while using bicycles/skates/roller blades/ scooters.			

AMINALS

Items to be stored Out of Reach of Children	Educator	Coordinator	Comments
Litter boxes are cleaned daily.			
Items to be stored in a locked cupboard/draw			
Animal chemicals and medication			
General			
Animals are clean and free of fleas, ticks and worms			
Animal food and utensils are kept in an area away from food preparation and not in the children's play area			
Animals are kept away from kitchen surfaces where food is prepared and where children eat			
All animal faeces, bones and pet toys are cleared daily before children arrive into care or more regularly as needed			
The environment is free from animal smell and animal hair			
Animals to have a separate enclosure / away from children			
Fish tanks and aquariums have a secure cover and electrical pumps securely covered or out of reach			

POOL AND SPA

	Educator	Coordinator	Comments
Pool/pool fences/spa/spa fences have a current Pool Safety Certificate and are always maintained to this standard. A copy must be on file at the Service.			
Equipment, furniture, plant pots etc are not situated near pool fences or gates			

WATER SOURCES

	Educator	Coordinator	Comments
All temporary water sources are emptied immediately after use – wading pools, buckets tubs etc			
All outdoor water features (fishponds etc) are securely covered with fixed grill/ wire or fenced off.			

ITEMS THAT NEED TO BE PROMINENTLY DISPLAYED IN FAMILY DAY CARE AREA – Please write where this is located:

Item	Educator Initial	Coord Initial	Item	Educator Initial	Coord Initial
Certificate of Registration			Service Information		
Assessment & Rating Poster			Service Approval Certificate		
Current evacuation plan and written procedure is displayed at adult eye level at two exit points of the home			Service Provider Approval		
Emergency Contact Numbers			Nappy Change Procedures		
Handwashing Procedure			First Aid Kit Storage Labelled		

EXCURSION REVIEW

	Educator	Coordinator	Comments
If children have access to the garage any hazardous items/tools are appropriately stored. This includes when the garage is used as a thoroughfare when transporting children.			
Completed Permission/Risk Assessment form and the Office notified before each excursion			
Educator carries a mobile phone & First Aid kit which is stocked regularly, when out of the home			
Drinking water is always taken on all outings outside the home.			
Educator carries Educator & children's ID/description with emergency contacts in car and on excursions. Updated regularly			
Educators always remain with the children whenever they are in a vehicle and are aware of always maintaining a comfortable temperature in that vehicle.			

GENERAL REVIEW

	Educator	Coordinator	Comments
Children are prohibited from access to areas of building renovations, landscaping or other household modifications			
All equipment must be fit for purpose and used with the manufactures specifications.			
Child/Family records are up to date and accessible to another responsible adult in case of an emergency or redirects			
The environment - both inside and outside – is smoke free at all times			
Where asbestos is present, regular checks are made to ensure there is no risk of contamination – a risk management assessment needs to be conducted			
Smoke alarm must be in good working order and meets current building legislation			
Children's bags are checked daily for any sunscreen and dangerous items			

EQUIPMENT NOT SUITABLE TO USE FOR FAMILY DAY CARE

	Educator Aware – Please Initial	Comments
Trampolines		
Baby mobile walkers		
Jolly jumpers		
Clip on Highchairs		
Educators do not undertake the following activities while children are in care – swimming, mowing, whipper snipping, chopping wood or use of power tools		
Candles and incense must not be used while children are in care		

RISK MANAGEMENT REVIEW

	Required Yes / No	Date last reviewed	Sent to Office Yes / No		Required Yes / No	Date last reviewed	Sent to Office Yes / No
Empty Spa Risk Management				Excursion or Transport Risk Management Plan (Please list):			
Bathing a Child Risk Management Plan							
Child Protection Risk Management Plan							
Educator Own Child Management Plan							
Home Pool Spa Risk Management Plan							
Permanent / Miscellaneous Fixtures Home Risk Management							
Pet Risk Assessment							
Play Equipment Risk Management							
Active Supervision Risk Minimisation Plan							
Home Improvement Repairs Risk Management Plan							
Overnight Sleeping Risk Management Plan							
Medical Risk Management Forms <ul style="list-style-type: none"> - Asthma/Airways - Allergy Anaphylaxis - Medical Condition 							

OUT OF BOUNDS ROOMS

Rooms /Area	How is this room / area made, out of bounds

I understand I am required to maintain my home and yard in accordance with the My Place Daycare safety checklist which also meets the requirements of My Place Family Day Care Policies and Procedures, the National Quality Standards, Regulation 2011 and Law 2012.

To ensure maintained is upkept at all times, I will complete the daily environment checklist. (Service or Department can request this at any time.) Educator Initial: _____

These measures will be always in place while children are in care.

Educator Signature: _____

Coordinator Signature: _____

Date: _____

Date: _____

Follow ups required: