



Genesis Family Day Care Services NSW

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ASSESSMENT OF FDC RESIDENCE

Educator Name ABN:
Educator Address
Coordinator Name
Assessment Date

FDC EDUCATOR INFORMATION UPDATE

FDC Residential Address				
Email				
Telephone	Home		Mobile	
Emergency Contact	Name		Phone	

Family Members Details (Including Children Under 18 Years)

Name	Relationship	Date of Birth	Place of Work / Care / Educational Institution	If Pre-school or Child Care - Days & Times

Any Persons Other than Immediate Family at FDC Residence

Name	Relationship	Date of Birth	Place of Work / Educational Institution	Work / Study - Days & Times

Medical Information

Do you have any health, medical and/or other disability that may affect your ability, including mobility, to perform the role of approved Family Day Care Educator? A health/ medical check up may be required.
YES / NO

If yes, please give details

I confirm the above information to be true and correct and agree to notify Genesis FDC of any changes to the above details.

Educator Signature:

Date:

EDUCATOR DECLARATION

I,, agree to:

- i. Provide Family Day Care education and care services, as a self-employed contractor, to families enrolled with Genesis Family Day Care Services (the Service) on the following days and times, and to advise the Service Manager and/or Coordinator and any person using my education and care service with written notice of any changes to my availability to provide education and care services as above, including notification of non-availability (e.g. holidays, illness)

DAY	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
TIMES							

- ii. Provide education and care services at all times during the term of my registration, in accordance with the conditions of my Registration Agreement including:
 - The National Quality Framework
 - Policies and Procedures of the Service
 - ACT and Commonwealth legislative and regulatory requirements relating to the provision of a Family Day Care service in the ACT
- iii. Provide safe and suitable education and care area, and safe entry and exits, for all persons attending my service during all operating hours
- iv. Manage, at all times, the potential risks identified by me in my education and care areas, as recorded on this document
- v. Supervise children at all times (indoors and outdoors) and ensure children are **not left alone** at any time with another person (e.g. household member, visitor or volunteer)
- vi. Provide education and care **only** to children enrolled and booked for care during operating hours
- vii. Engage **only** in care of children and not engage in any other business while children are present
- viii. Ensure all fees and charges relating to my provision of education and care comply with the Service ***Conditions of Care*** and the ***Fee Schedule***
- ix. Provide the Service with a schedule of all fees and charges applicable to my education and care service that comply with the Service's Fee Schedule, and charge only those fees and charges listed on that schedule of fees and charges
- x. Participate fully in discussions and negotiations with the Service and parents of children in my care, relating to proposed changes to care arrangements and any concerns, disputes or difficulties relating thereto
- xi. Provide the Service with a copy of written parental consents and risk assessment for any proposed excursion prior to the excursion being conducted
- xii. Notify the Service in writing at least 2 weeks before commencing any alterations to indoor or outdoor spaces including building works & renovations on my residence (including outside fenced areas) so a safety assessment of these areas can be undertaken by the Coordinator and this form updated
- xiii. Notify the Service of any changes in or to the care area (e.g. an area not identified as care area in this form is being used as care area), or to the contents of my residence (e.g. use of a heater not identified in this form in care area)
- xiv. Notify the Service of any changes to the persons residing at my residence, and any person regularly present during care hours; and

- xv. Rectify as soon as possible, any risk identified by the Service's staff during residence inspections or visits
- xvi. Child/ren not to have access to swimming pools, lakes, creeks, water troughs of any kind while they are in care (this includes swimming lessons, the child must be signed out and into the care of the parent or other authorized persons before this occurs)
- xvii. Answer (or return as soon as practical) all phone calls from parents, Coordinators, Manager or the Department during working hours

I agree that my registration as an Educator with the Service may be subject to review, caution, warning, suspension, variation or termination, as a result of:

- Non-compliance with one or more of the above undertakings
- A failure to comply with legislative or regulatory requirements, policies, procedures or the National Quality Framework
- Concerns, difficulties or complaints relating to my provision of family day care services
- Changes to my residence, personal health, family composition or circumstances that may compromise the safety and wellbeing of children in care

Educator Signature:

Date:

FDC Coordinator / Manager:

Date:

ASSESSMENT OF FDC RESIDENCE

1. Information & Items Displayed in Care Area

Information	Yes / No
Emergency Evacuation Floor Plan and Instructions displayed in a prominent position near each exit; this includes if the exit is in an area of the residence that is not used for FDC	
Educational Program and Evaluation of activities (e.g. Genesis FDC Diary, Project Book)	
Daily Routine	
Weekly Menu (if supplying food)	
Emergency Services telephone numbers near telephone (e.g. Genesis FDC Diary)	
Daily W H & S Checklist (e.g. Genesis FDC Diary)	
CPR Chart	
First Aid Kit (preferably purchased from/ recommended by a first aid training provider)	
Record of Visitors to FDC Residence (or Genesis FDC Diary)	

2. Other Information & Documents to be Kept in FDC Residence

Information & Documents	Yes / No (Expiry Date)
Parent/Guardian authorisations obtained and Risk Assessment/ Management approved for ALL Routine and Non-Routine Excursions and Outings (e.g. Genesis FDC Diary)	
Approved Early Childhood Education and Care Educational Qualifications (e.g. Certificate III or above)	
Approved First Aid Certificate (i.e. HLTAID004) - Expiry Date?	
Working With Vulnerable People (WWVP) Registration Card (must carry in person) - Expiry Date?	
Educator's current Certificate of Registration with Genesis FDC	
Child Protection Training Certificate (Valid max. 24 months) - Expiry Date?	
Manual Handling Risk Management Training (Valid max. 36 months) - Expiry Date?	
Incident, Injury, Trauma & Illness Records (e.g. Genesis FDC Diary)	

Information & Documents	Yes / No
Child Enrolment Records (i.e. Online Access to Enrolment Details in HubWorks)	
Children Attendance Record (i.e. Backup for Manual Sign In/Out)	
Medication Records (e.g. Genesis FDC Diary)	
Daily Sleep Register (e.g. Genesis FDC Diary)	
Current Public Liability Insurance (minimum \$10 million)	
Vehicle Registration; Current Drivers Licence; Comprehensive Vehicle Insurance; and Child Seat/ Restraint Safety Check	
Electronic or Hard Copies of National Law, National Regulations, Approved Learning Frameworks (e.g. EYLF, MTOP), and Genesis FDC Policies & Procedures	
Copies and/or Record of Professional Development Training	

3. Areas of Educator Residence Used for FDC Purposes

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4. Areas Inaccessible for use by FDC Children

Areas	Risk Minimisation Measures

5.1. Safety Assessment - General Health & Safety (Throughout the Residence)

Health & Safety Requirements	Y / N	Risk Management (Outline how risk is management. Attach separate sheets if required)
First Impressions: Buildings and Surrounds		
Driveway should be clear and front yard and entrance to the residence are welcoming, clean and free of all hazards (e.g. no garden waste/ fertilisers/ garden tools, metals/ scraps, parked vehicles)		
All care areas including structures, furnishings, and floor coverings are safe, clean, tidy & in good repair		
All indoor and outdoor areas free of garbage, rubbish and rubble		
Smoke & Alcohol-Free Environment		
All areas of premises (indoor and outdoor) and vehicles used for care are smoke free at all times		
Educator must not consume or be under the influence of alcohol or unlawful substances during care hours		
Storage Areas and Equipment (indoor and outdoor)		
Adequate size, stable and secure and inaccessible to children		
Emergency & Evacuation		
Evacuation procedures practised every 3 months		
Parent contact numbers and emergency contact numbers available at all times (including on excursions)		

Note: Separate, detailed Risk Assessments are required for any significant hazards/risks identified at the **FDC residence**.

Health & Safety Requirements	Y / N	Risk Management (Outline how risk is management. Attach separate sheets if required)
Slips, Trips, Falls or Other Hazards		
Floor coverings are free of trip hazard		
Entrance doors/ gates to residence are secured by locks to prevent intruders from entering		
Blind and Curtain cords are out of reach for children		
Safety barriers at the top and/or bottom of stairs/ steps. If the top or bottom area is not used for care and cannot be accessed by a child any other way, then barrier not required in that area		
Tablecloth edges are not hanging down within reach of children. Tablecloth should be secured out of reach of children or non-slip placemats used instead		
No tree branches hanging on footpath or driveway		
Garage and/or sheds are locked		
Drinking Water		
Children have access to safe drinking water at all times, and have food and drinks available throughout the day		
Telephone & Communication		
Fully operational telephone (e.g. mobile phones) with contact details of parents and emergency services available and within reach during care times		

5.1. Safety Assessment - General Health & Safety Health & Safety Requirements	Y / N	Risk Management (Outline how risk is management. Attach separate sheets if required)
Access to Premises		
Entry doors and external windows are kept secure to prevent unsupervised exit by children or unauthorised entry by others		
Locks and/or latches used on entry doors and external windows are unable to be operated by a child		
Key to locks on entry doors are kept adjacent to door but inaccessible to children		
Glass Safety		
Glass doors/windows must have the AS/NZS 1288/ 2208 label (certification). If not, must be certified as such or an approved safety film installed on the glass by a licensed glazier		
Glassed areas 1.0 metre or less above floor level which are accessible to children (including walk through traffic areas) are: <ul style="list-style-type: none"> – Glazed with safety glass, or – Treated with a product to prevent glass from shattering if broken, or – Are guarded by barriers which prevent children from striking or falling against the glass 		
Markers are attached to glass sliding doors at child eye height		
Electrical Appliances		
Oven, Microwave, Dishwasher, Washing Machine, and Dryer are kept closed & securely positioned at all times and cannot be operated by a child. Equipment controls are inaccessible to children		

5.1. Safety Assessment - General Health & Safety Health & Safety Requirements	Y / N	Risk Management (Outline how risk is management. Attach separate sheets if required)
Electrical Safety		
Safety device - RCD (residual current device) fitted to premises and tested every 6 months (push button test)		
All electrical cords and appliances are in good repair and cords stored out of reach of children		
Safety covers applied to all exposed power outlets		
Electrical appliances are switched off and unplugged when not in use. Power boards are used instead of adaptors		
Fire Safety		
Smoke detectors installed and tested (min every 6 months)		
Fire blanket located adjacent to cooking facilities		
Fire extinguisher easily accessible in care area and its manufactured date is less than 4 years		
Matches and lighters are stored out of reach of children		
Visitors		
All visitors to premises during care times must fill in the in/out times and sign the visitor's book (FDC Diary)		
Visitor's handbag/belongings are inaccessible to children (obscured small/dangerous objects)		

5.1. Safety Assessment - General Health & Safety Health & Safety Requirements	Y / N	Risk Management (Outline how risk is management. Attach separate sheets if required)
Heating, Cooling & Ventilation		
Care area has natural light & ventilation and maintained at a temperature that ensures the safety and well-being of children		
Pedestal or table fans are secured, inaccessible to children and moving parts are guarded		
Heaters, open fires, candles etc are screened with a secured guard to prevent children falling against or coming into contact with hot surfaces, sparks or flames		
Infant Feeding		
Educator supervises bottle feeding at all times		
Dummies/pacifiers (if cords attached, should be short enough)		
Educator ensures toddlers do not walk with bottles		
Children's Belongings		
Children's bags are checked to ensure small or dangerous items are inaccessible to children		
Bags are stored in location where each child can have free access to own belongings, books and play equipment		
Medications		
Medications stored in original containers with directions for use attached (refrigerated medication in a locked container)		
Alcohol, or unlawful substances not accessible to children		

5.1. Safety Assessment - General Health & Safety Health & Safety Requirements	Y / N	Risk Management (Outline how risk is management. Attach separate sheets if required)
Chemicals & Poisonous Materials		
Detergents, cleaners, disinfectants, poisons and insecticides are stored in original containers with directions for use and inaccessible to children - Indoors & Outdoors		
Personal accelerants, spray cans and aerosols are inaccessible to children		
Garbage & Waste Disposal		
Garbage & waste disposal bins/containers are covered and emptied regularly. Containers cleaned		
Miscellaneous Inaccessible to Children		
Curtain & blind cords secured and out of reach of children		
Bean Bags; Rocker Recliners		
Sharp & Dangerous Implements - knives, scissors		
Thorny or Poisonous Indoor plants		
Adult Only materials		
Weapons - Firearms, ammunition, swords etc		
Gym Equipment		
Plastic bags		
Items such as jewellery, small items (Choking Risk)		

5.2. Safety Assessment - Indoor Area

Health & Safety Requirements	Y / N	Risk Management (Outline how risk is management. Attach separate sheets if required)
Kitchen & Food Preparation Area		
Safe & hygienic for food preparation & storage		
Bottle preparation area is away from nappy changing facility		
Food preparation surfaces in good repair		
Hot water available but inaccessible to children		
Refrigerator and stove/microwave available		
Benches, sink & table not used as part of nappy changing facility, and are kept clean and free of hazardous items		
Animals do NOT have access to preparation areas, utensils or eating surfaces		
Kitchen Items Inaccessible to Children		
Glassware and ceramic utensils		
Table cloths and table runners edges reach top of table only (do not overhang)		
Laundry		
Laundry facilities including storage for soiled items available		
Nappy bucket (if used) inaccessible to children		
Recycling		
Child-friendly recycling bin for children (where applicable)		

5.2. Safety Assessment - Indoor Area Health & Safety Requirements	Y / N	Risk Management (Outline how risk is management. Attach separate sheets if required)
Bathroom & Toilets		
Safe and age appropriate toilet facilities for children (e.g. step stool, potty, junior toilet seat). Bowl deodorisers inaccessible		
Safe and age appropriate handwashing facilities		
Hot water inaccessible to children unless supervised		
Bathroom & toilet doors able to be unlocked from outside		
Bath & sink plugs inaccessible to children		
Nappy Change Area		
Unsupervised access to the area by children is prevented		
Separated from craft and food preparation areas		
Storage available for clean nappies		
Change table/ surface has mat that is impervious & washable		
Mat is cleaned after each use		
Toy Boxes & Storage		
Removable lid recommended (or no lid)		
Has ventilation holes, safety hinges and cannot be locked by a child (if lid can be closed)		
Indoor Play Space		
Sufficient uncluttered play space available for all children with adequate natural light, heating/ cooling and ventilation		

5.2. Safety Assessment - Indoor Area Health & Safety Requirements	Y / N	Risk Management (Outline how risk is management. Attach separate sheets if required)
Beds and Bedding		
Age appropriate and clean cot/bed/ sleeping mat (with waterproof covers and individual bed linen) is available for each child		
All cots must comply with Australian/New Zealand Standard 2172:2003 (fixed cots) and 2195:2010 (portable cots)		
Bed linen used for one child is washed before used by another		
Top bunks are inaccessible to children		
Mats/mattresses are kept clean and covered when not in use		
Location of Cots & Beds		
Has natural light but away from unsecured windows		
Allows easy access to child by the Educator and easy exit of child from sleep area		
Reduces risk of cross infection between children		
Separate sleep area available for children, aged 2 years or more, from adults		
Educator able to supervise sleeping children		
Separate sleep area available for children, aged 7 years or more, from other children of opposite sex		

5.2. Safety Assessment - Indoor Area Health & Safety Requirements	Y / N	Risk Management (Outline how risk is management. Attach separate sheets if required)
Furniture		
Child sized tables & chairs available for eating and activities		
Free standing furniture & equipment are secured in position - cannot be pulled onto a child - e.g. bookcases, TV/VCR, stereo equipment		
Coffee tables and furniture with sharp edges are moved to a side of play area and/or edge protectors applied		
Furniture with glass replaced with safety glass/barrier to prevent striking or protective film applied		
Any unstable stools are removed		
Tables & chairs are stable, safe, clean and in good repair (no sharp edges)		
Stairs, Balconies and Verandas		
Railings design and height prevents children from climbing, crawling under, falling through or becoming entrapped		
Objects which could assist children to climb railings are removed (e.g. boxes, chairs, pot plants, tricycles)		
Educator supervises access at all times		
Barriers in place at top and bottom of stairs to prevent children having unsupervised access.		

5.2. Safety Assessment - Indoor Area Health & Safety Requirements	Y / N	Risk Management (Outline how risk is management. Attach separate sheets if required)
Toys, Books, Craft Materials and Equipment		
Non-toxic materials, safe, clean and in good repair and are inaccessible to animals/pets		
All broken toys are removed from play area immediately		
Represent different cultures		
Suitable for children's ages, development & needs		
Pull-along toys used only under Educator's direct supervision		
Adequate age appropriate resources and equipment to allow for children's free choice, individual interests and capabilities (Educators are encouraged to refer to the Service's suggested equipment list)		
Independent access available to children for age appropriate toys/ craft materials		
Toys/craft materials containing small pieces are inaccessible to children under 3 years of age		
Fish Tanks & Water Features		
Safety glass or barrier to prevent striking		
Covered to prevent children gaining access to water		
Chemicals inaccessible to children		

5.3. Safety Assessment - Outdoor Area

Health & Safety Requirements	Y / N	Risk Management (Outline how risk is management. Attach separate sheets if required)
Fencing & Gates		
Outdoor play area is fenced on all sides		
Entry gates and fences to outdoor play areas are designed to prevent children scaling or crawling under or through, and impede intruders		
Entry gates to outdoor play areas are kept latched at all times with childproof latches		
Stairs & Ramps		
Railing design/height prevents children from climbing, crawling under, falling through or becoming entrapped		
Objects which could assist children to climb railings are removed (e.g. boxes, chairs, pot plants, tricycles)		
Steps/ stairs more than 1.0 m inaccessible to children without direct supervision. Barriers in place at top and bottom of stairs to prevent children having unsupervised access. Educator supervises access at all times		
Water Hazards [open drains, fish ponds, open containers]		
Covered to prevent children gaining access to water or inaccessible to children		
Chemicals, pumps and filters used in fish ponds inaccessible to children		

5.3. Safety Assessment - Outdoor Area Health & Safety Requirements	Y / N	Risk Management (Outline how risk is management. Attach separate sheets if required)
Swimming Pools & Spas [significant water hazard]		
Swimming pools & spas are inaccessible to children in care		
Fenced according to the Building Code of Australia		
Items adjacent to fenced pool area that could be used by child to scale pool fencing are removed (e.g. chairs, sun-lounges, tables, pot plants, large toys)		
Pool chemicals, pumps, filters, pool maintenance equipment inaccessible to children		
Wading Pools & Water Play Equipment		
Is of a size and design that can be overturned by one adult to drain and hold not more than 15 cm of water		
Parent consent obtained before any child enters wading pools/tubs/baths.		
Educator remains with children at all times during use		
Emptied immediately after each use and stored to prevent collection of water		
Shades [sun protection] & Clothes line		
Shade is available in play area. Sun protection policy followed		
Clothes lines are taut and of a height inaccessible to children. Located away from main traffic area		

5.3. Safety Assessment - Outdoor Area Health & Safety Requirements	Y / N	Risk Management (Outline how risk is management. Attach separate sheets if required)
Outdoor Play Equipment [including fixed and moveable]		
Falls are the leading cause of injury in playgrounds. The recommended maximum fall height for any play equipment is: - 1.0m for children 0-3 years of age - 1.8m for children 3-5 years of age		
No equipment to be over 0.6m in height unless approved soft fall and soft fall zones are supplied		
Is stable, maintained in good repair and inaccessible to animals/pets		
Slides and swings are securely fixed and in good repair		
Is clean and regularly inspected for vermin and pest infestation (e.g. spiders, fleas) and animal excrement		
Sandpits are covered when not in use and cleaned regularly		
Has no rough, sharp or rusty edges or no parts which can trap/pinch/crush/strike a child		
Climbing/high equipment located on a safe fall surface		
Broken equipment removed from play area immediately		
Landscaping		
Barriers to terraced areas to prevent children from falling		
Pebbles/mulch/paving does not constitute a choking or injury		
Retaining walls less than 1.0m high have barriers to make them inaccessible to children		

5.3. Safety Assessment - Outdoor Area Health & Safety Requirements	Y / N	Risk Management (Outline how risk is management. Attach separate sheets if required)
Trampolines		
Should be set only on grass or soft surface		
Safety pads are attached over springs		
Only one child on trampoline at a time & under the Educator's		
Arrange a safety zone around the trampoline of 2.5m for open trampolines and 1.5m for enclosed trampolines		
Trampolines to be safely secured on side with a barricade to prevent climbing when not in use		
Other Outdoor Items & Equipment Inaccessible to Children		
Under house area		
BBQ gas cylinders		
Trailers/caravan/boat inaccessible to children		
Building material/wood pile etc. inaccessible to children		
Poisonous/thorny plants identified and trimmed are inaccessible to children so as not to cause a hazard		
Dangerous equipment stored in locked shed inaccessible to children [e.g. garden implements, tools, machines, sharp, heavy or rusty objects]		
Vehicles removed from play area during care hours		

5.4. Safety Assessment - Animals & Pets

Health & Safety Requirements	Y / N	Risk Management (Outline how risk is management. Attach separate sheets if required)
Animals & Domesticated Birds		
Are in a clean and healthy condition and inaccessible to children unless under the direct supervision of the Educator		
Are free of infections/parasites or conditions which could pose a health risk or otherwise be detrimental to children.		
Food, Water Container, Litter Trays, Bedding, Toys & Grooming		
Are inaccessible to children unless the child is under the direct supervision of the Educator		

5.5. Safety Assessment - Transport

Health & Safety Requirements	Y / N	Risk Management (Outline how risk is management. Attach separate sheets if required)
Emergency		
First aid kit in vehicle while transporting children in care		
Contact numbers for parents and emergency services available at all times when transporting children in care		
Seat Belts & Vehicle Safety Seats		
Age/ Size appropriate child restraint or seat belt for each child is available in private vehicles used to transport children		