



Y WA
ANIMALS AND PETS PROCEDURE
FDC

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VERSION CONTROL

Version	Description of Revision	Date Effective	Owner
v1.0	First release Reptiles and lizards information added.	1/12/2016	EM SD
V2.0	Full Review and update Reptiles and lizards information added		EM SD
V3.0	Full review Reformatted Purpose updated Information re Dog Act and Bio Diversity added. Risk assessment, animal welfare, education, health and safety, education headings added Breaches added Renamed to Animals and Pets Procedure FDC	31/05/2024	EM EYL



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1. PURPOSE

Having a pet at our Family Day Care (FDC) Service can be a valuable part of a child's education by enriching their learning about nature, ecology and the proper care of animals. The Y WA FDC Service aims to provide a safe, hygienic and humane environment for all animals that visit or reside at the FDC educator's residence and/or approved venue.

2. SCOPE

This procedure applies to the approved provider, coordinators, educators, educator assistants, children, families, students and visitors (including contractors) of the Y WA FDC Service.

3. DEFINITION OF TERMS

Term	Definition
Pet	Refers to an animal of any kind, kept at the educator's approved residence or venue
Children's Services Management Team	Includes <ul style="list-style-type: none"> • General Manager Children's Services, • Area Managers, • Area Coordinators • Resources Centre Manager

4. ROLES AND RESPONSIBILITIES

Role Title	Responsibilities
Educator	Meet the requirements outlined in this procedure. Raise concerns or complaints in accordance with this Procedure. Have obtained and kept current any of the necessary licenses or approvals required for the pets or animals they are keeping.
FDC Services Management Team	Oversee the implementation and service adherence of this procedure.



	<p>Address any instance of non-compliance with this procedure and implement strategies to help prevent noncompliance with this procedure.</p> <p>Ensure suitable resources and support systems to enable compliance with this procedure, except in the provision of items or resources for the keeping or licensing of animals.</p>
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5. PRINCIPLES

- 1 While there are developmental benefits to children from caring for and interacting with animals, it must also be recognised that any animal may react adversely to stressors not obvious to children.
- 2 The Y WA FDC service and educators will take every practicable step to protect children from harm and from any hazard likely to cause injury while promoting the benefits of interacting with and caring for animals.
- 3 Prior to enrolling a child into care the family must be made aware of any animals kept on the family day care premises.
- 4 This policy must not result in restrictions to children's access to normal inside or outside activities.

6. RISK ASSESSMENT

Risk assessments in relation to the keeping of animals should be provided to families during the enrolment process.

Family Day Care educators will notify the service and complete a risk assessment before obtaining a new animal.

The risk assessment will be communicated to families and to the service prior to obtaining an animal.

Certain breeds of dogs which are identified from time to time as dangerous to children must be kept in an enclosure separate and apart from any area used by the children in care.

The educator must ensure that cats and dogs are NOT present, nor have access to the same area in which a child is sleeping.

Educator will complete an incident form for the service and the family if any injuries are caused by an animal.



7. ANIMAL WELFARE

The welfare of animals kept on the premises must be considered.

All pets kept on the premises must be maintained in a clean and healthy condition, and in such a way that children will not be in danger of injury or infection.

Poultry must be maintained according to the Local Council Environmental Health By-Laws.

Educators must maintain a vaccination and worming schedule for their animals as required.

Fish tanks will be cleaned regularly. Children should not assist in the cleaning of bird cages and fish tanks.

8. EDUCATION

When any animal is introduced to children, the educator will be sensitive to the fears and anxieties of the children and parents.

Ensure children are educated about correct handling techniques and acceptable behaviour when handling animals.

Children will be encouraged to treat animals with respect.

Interactions between children and animals must be directly supervised.

9. PLAY AREAS

Separation of children in care from animals is recommended to reduce the risk of unsupervised interaction.

The animal must have an area where they can be separate and apart from areas used by the children unless the pet is involved in a specific activity that is directly supervised by the educator.

When children are using play areas:

- Animal droppings, food, bones, water and feeding containers must not be present in the play area; and
- Animal droppings and animal hair must be removed daily before children arrive, or as required during the day, and disposed of correctly into rubbish bins.
- Animals will not have access to the sand pit used by children in care.

- Educators who have turtles, lizards, snakes, spiders, and other reptiles must ensure that the cage or enclosure is inaccessible to children and that the animal cannot escape from the enclosure.

10. HEALTH AND SAFETY

A cage or a hutch within the children’s play area is acceptable as long as special precautions are taken to protect children. (e.g. closed mesh to prevent children’s finger access – such as fly wire, shade cloth, as per risk assessment).

Children and family day care educators must wash their hands immediately after handling any animal.

The educator should deter cats and other animals from being on areas used for food preparation and eating.

11. RELATED LEGISLATION AND STANDARDS

Legislation/Standard
Education and Care Services National Law (WA) Act 2012:
Education and Care Services National Regulations, 2012
National Quality Standards
Dog Act 1976 - [04-f0-04].pdf (legislation.wa.gov.au)
Dog Regulations WA 2013
Home Department of Biodiversity, Conservation and Attractions (dbca.wa.gov.au)
Conservation and Land Management Act 1984,
Biodiversity and Conservation Act 2016,

12. SUPPORTING PROCEDURES, POLICIES AND OTHER DOCUMENTS

Document ID	Document Title
SD-FDC-04-02-PROD	Supervision Procedure
	Premises Risk Assessment Form



SD-FDC-04-12-PROD	Hand washing procedure
SD-FDC-04-11-PROD	Children's
SD-FDC-04-14-PROD	Administration of First Aid Procedure
Department of Biodiversity	Fact sheet -Aviculture and Herpetofauna
Department of Biodiversity	Fauna Licences Department of Biodiversity, Conservation and Attractions (dbca.wa.gov.au)

13. BREACHES

Breaches of this procedure may result in review of FDC Service approval.

14. FEEDBACK

Feedback on this procedure must be directed to the EM EYL.

The EM EYL is responsible for maintaining the currency of this document.