



# YMCA WA BUILDINGS & SURROUNDS PROCEDURE

<b>Procedure Number</b>	<b>SD-FDC-04-10-PROD</b>		
<b>Business Division Owner</b>	Service Delivery		
<b>Document Owner</b>	Executive Manager Service Delivery		
<b>Current Version</b>	<b>Approved By</b>	<b>Date Approved</b>	<b>Date Effective</b>
v3.0	Executive Manager Service Delivery	12/02/2021	12/02/2021
<b>Document Due for Review: 12/02/2024</b>			



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**DOCUMENT CONTROL**

Version	Description of Revision	Date Effective	Owner
v1.0	First release	01/09/2012	EM SD
v2.0	Reviewed	01/09/2020	EM SD
v3.0	Inclusion that all family day care educators must have a back-up means of communication in a fixed location, in case of emergency (new legislation).  Inclusion that educators must comply to local council pool/spa inspections.	12/02/2021	EM SD

## CONTENTS PAGE

<b>1.0</b>	<b>PURPOSE .....</b>	<b>4</b>
<b>2.0</b>	<b>SCOPE .....</b>	<b>4</b>
<b>3.0</b>	<b>ROLES AND RESPONSIBILITIES .....</b>	<b>4</b>
<b>4.0</b>	<b>RELATED LEGISLATION AND STANDARDS.....</b>	<b>4</b>
<b>5.0</b>	<b>SUPPORTING PROCEDURES, POLICIES AND OTHER DOCUMENTS ....</b>	<b>4</b>
<b>6.0</b>	<b>STEPS.....</b>	<b>5</b>
<b>7.0</b>	<b>FEEDBACK.....</b>	<b>5</b>
<b>8.0</b>	<b>DEFINITION OF TERMS.....</b>	<b>6</b>

## 1.0 PURPOSE

The YMCA WA Family Day Care Service and Educator's will promote the development and maintenance of the education and care environments that encourage children to explore, play and learn free from harm.

To ensure the safety of all children.

## 2.0 SCOPE

This Policy applies to all family day care educators, service staff, volunteers, student's families and children.

## 3.0 ROLES AND RESPONSIBILITIES

Role Title	Responsibilities

## 4.0 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

## 5.0 SUPPORTING PROCEDURES, POLICIES AND OTHER DOCUMENTS

Refer to the YConnect page for the current link to related documents listed below.

Document ID	Document Title
	Modification form
	Residence Venue Assessment Form

## 6.0 STEPS

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1. All building and surrounds will be monitored by service staff and educators as per legislative and YMCA WA policy requirements.
2. Internal and external environments used by children will be checked daily and hazards will be risk managed appropriately.
3. All Family Day Care residences and venues have clearly identified their exits with floor plans, placed strategically, highlighting the exits to the premises as to be used for emergencies.
4. It is recommended that daily safety checks are completed of the indoors and outdoors environments of the educator's residence or venue and recorded.
5. The premises shall be enclosed by a fence of not less than 1200mm in height.
6. A gate in a fence on an education and care premises that offers access from the premises or to a hazard shall be equipped with an efficient self-locking mechanism or lock.
7. The Educator will consider the setup of the environment for suitable supervision of the inside and outside play areas.
- 8. The enclosed outside area must not have vehicle access while children are in care.**
9. The internal and external environment should be appropriate to the needs of the children in care and offer a range of choices.
10. Building, grounds and all equipment and furnishing must be maintained in a thoroughly safe, clean, hygienic and vermin free condition.
11. Educators are required to follow Australian Safety Standards in relation to fixed and temporary playground equipment.
12. Power points will be to an approved safety standard and will be out of reach of all children, or fitted with approved safety shutters or with an earth leakage circuit breaker or fitted with safety plugs.
13. Electrical appliances and cords will be kept out of reach of all children.
14. For all approved services any glazed area accessible to children under 1 metre in height, will be safety glazed in accordance with Australian Standard 1288, or will be effectively guarded by rails or barriers to prevent a child striking or falling against the glass.
15. Faulty or broken equipment will be removed from use.
16. Sandpits will be covered at night and raked regularly.
17. There must be at least one telephone or similar means of communication in a fixed location as a back-up in case of emergency in accordance with legislation.
18. Any changes to the educator's premises and approved areas, must be approved by the service before any changes occur by completing the modification form.
19. For Family Day Care residences and venues with a pool or spa, educators must comply with pool inspection requirements of their local council/shire.

## 7.0 FEEDBACK

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Feedback on this procedure must be directed to the Document Owner outlined in the cover of this procedure.

**The Document Owner is responsible for maintaining the currency of this document.**

## 8.0 DEFINITION OF TERMS

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Term	Definition
<b>Residence</b>	The educator's place of residence that is approved by the service to operate family day care.
<b>Venue</b>	An approved place where an educator can operate their service, however they do not reside there.