



YMCA WA CHILDREN'S SAFETY PROCEDURE

Procedure Number	SD-FRC-04-01-PROD		
Business Division Owner	Service Delivery		
Document Owner	Executive Manager Service Delivery		
Current Version	Approved By	Date Approved	Date Effective
v3.0	Executive Manager Service Delivery	12/02/2021	12/02/2021
Document Due for Review: 12/02/2024			



YMCA WA is officially accredited as a Child Safe Organisation

DOCUMENT CONTROL

Version	Description of Revision	Date Effective	Owner
v1.0	First release	01/11/2020	EM SD
v2.0	Reviewed	01/09/2020	EM SD
v3.0	Inclusion of all family day care educators must have a back-up means of communication in a fixed location, in case of emergency (new legislation).	12/02/2021	EM SD

CONTENTS PAGE

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

1.0 PURPOSE

The YMCA WA Family Day Care Service and the educator will ensure that every reasonable precaution is taken to protect children from harm and any hazard likely to cause harm or injury.

To implement a fair and transparent procedure for educators, regular visitors, family day care service staff, students, parents, children (including visiting children) and volunteers that assists with complying with the current legislative requirements.

To ensure the safety of all children.

2.0 SCOPE

This Policy applies to all educators, regular visitors, family day care service staff, students, parents, children (including visiting children) and volunteers.

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
SD-FDC-04-02-PROD	Supervision Procedure
SD-FDC-04-14-PROD	Administer First Aid Procedure

SD-FDC-04-17-PROD	Medical Incident, Injury, Trauma and Illness Procedure
SD-FDC-04-15-PROD	Serious accident and incident policy
	Residence Venue Assessment Form
	Premises risk assessment
	Modification application form
	Kidsafe (WA) www.kidsafe.com.au

6.0 STEPS

1. An initial home safety visit and risk assessment of the family day care residence or venue is completed prior to the commencement of family day care and reviewed annually by the family day care service.
2. The assessment will consider matters relating to premises, furniture and equipment; fencing; furniture and materials; laundry, toilet and hygiene facilities; ventilation and natural light; suitability of residence and nappy change arrangements; water hazards, water features, swimming pools, animals and back-up communication device in case of emergency.
3. The family day care educator will consistently maintain the environment, to ensure that the health, safety and wellbeing of children being educated and cared for are protected.
4. Family day care educators may complete their individual, daily home safety checklist, prior to each child care session commencing as one way to meet point 3 above.
5. Family day care educators must advise the YMCA WA of any proposed renovations to the residence or venue, changes relating to physical environment of the residence and any changes that may affect the education and care provided to children.
6. Family day care educators must have 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.
7. Family day care educators using trampolines (including mini trampolines) must
 - ensure the trampoline meets the current Australian Standard
 - have written procedures outlining how the trampoline will be used
 - be used under direct supervision
 - obtain written parental permission for children to use the trampoline
 - one child at a time can use the trampoline
 - ensure all safety requirements such as netting and safety pads are in good condition and used as per manufacturer's instructions
 - ensure the trampoline is used on a flat soft surface
 - ensure, if the trampoline is not to be used then it will be stored safely where children cannot access it.

7. Educators will ensure children will wear safety equipment including but not limited to helmets, knee and elbow pads for when using equipment such as roller blades and scooters, bikes etc.
8. Educators will ensure hot drinks are made and consumed away from children.
9. Educators with a swimming pool, spa or water body on their premises will ensure they are able to get into the water and retrieve a child/person from the water without aid.
10. Educators will complete a statutory declaration to state that in the event of an emergency they are fit and able to get into the pool or spa and retrieve a child/person without aid.
11. Educators will ensure all pool fencing and safety requirements are met in relation to pools, spa and water features.

7.0 FEEDBACK

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

Term	Definition