

## DAILY SAFETY CHECKS

<u>INDOORS</u>	<u>INDOORS</u>	<u>INDOORS</u>	<u>OUTDOORS</u>	<u>OUTDOORS</u>	<u>OUTDOORS</u>
Prescribed information is displayed in a way that is visible to whoever enters the environment	Food preparation areas are clean, benches & utensils are sanitised	Bathroom & toilet are clean, appliances, sharp objects & personal hygiene products inaccessible	Gates latched securely & fences & gates in good repair & maintained in a manner that prevents children 'escaping'	Objects that can be climbed are positioned away from any balcony, veranda & stair railings, fences and gates	Play equipment is age appropriate, positioned safely, in good repair & checked for spiders etc.
Floors clean, dry & free of trip hazards	Blind & curtain cords are secured	Hand washing facilities are clean & hand or paper towel is available	Doors secured open or shut - ie cannot be slammed	Firewood is stacked & stored in a safe manner	Pavers & other surfaces in good repair & clear of debris
Sleep areas are free from hazards, cots are positioned safely & bedding is clean	Windows secured and furniture positioned away from windows where required	Childproof locks in place where necessary	Play area free from rubbish, trip & strangulation hazards (eg. ropes & hoses) & dangerous objects	Gardens and lawns are well maintained	Poisonous plants and hazardous insect habitats are inaccessible
Pet food, water & litter trays are inaccessible	Exits & doors leading to unregistered areas are locked	Lighters, matches, vaporisers, oil burners & candles out of reach	Animals – children have supervised access only	Soft fall raked under equipment (if soft fall is required)	Sheds & garages locked
Rubbish bins (including for nappy disposal) inaccessible	Indoor exercise equipment inaccessible/disabled	Fridge temperature is below 5 degrees	Branches are pruned above eye level to prevent eye injury	Machinery & tools inaccessible	Poisonous products inaccessible
Fire/heater guard in place if heat source is in use or has hot surfaces	Stairs & unregistered areas have barriers installed or are inaccessible	Toys & equipment are clean, in good repair, age appropriate & be easily reached	Sand pit & cover are well maintained, in good repair & sand pit is covered when not in use	Play area free from animal droppings, bones, holes & animal's toys	Receptacles that may collect water are inaccessible or empty
Dangerous items, including knives, are inaccessible	Medicines, cleaners & chemicals inaccessible	Electrical appliances & cords are secure and inaccessible	UV rating checked	BBQ & gas bottles are stable & cannot be turned on by children	Rubbish bins inaccessible
Plastic bags inaccessible	Button/lithium batteries are out of reach & devices containing these batteries are inaccessible	Power point covers in place; power boards are used instead of adaptors			
Sink plugs out of reach					
<b>EXCURSIONS AND TRANSPORTING CHILDREN</b>	Vehicle inaccessible &/or locked  Children are adequately supervised whilst in the vehicle	Car restraints are correctly installed, age appropriate, and securely buckled when in use.	Educators have systems in place to ensure all children are accounted for when embarking and disembarking the vehicle	Children's emergency contact details are readily available	<b>The procedures described in the excursions &amp; transporting children risk management plans are always followed</b>

**Date & comment on any potential hazards & action required:**.....

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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22	23	24	25	26	27	28
29	30					

**Coordination unit: signature:.....date:..... signature.....date:....**

**signature.....date.....**

**CLARENCE FAMILY DAY CARE DAILY SAFETY CHECKS**

**EDUCATION AND CARE SERVICES NATIONAL LAW  
AND NATIONAL REGULATIONS**

**Education and Care Services National Law Act 2010: Section 167  
Protection of children from harm and hazards**

*‘A family day care educator must ensure that every reasonable precaution is taken to protect a child being educated and cared for as part of a family day care service from harm and from any hazard likely to cause injury.’*

**Penalty: \$10,000**

Educators must be able to provide evidence to the authorised officer that they are aware of any potential or ongoing maintenance and safety issues that may present an undue risk to children. They must balance the obligation to protect children from harm against the benefit of providing children with a stimulating play environment.

The items on an educator’s checklist should reflect circumstances relevant to the registered premises, the ages of the children in care, their developmental needs and the way in which they are supervised. The educator’s daily practices should demonstrate an awareness that children’s safety is an ongoing responsibility. Daily safety checks of the environment and equipment are an essential way of showing that reasonable precautions are being taken to ensure the safety of all children in care.

**Educators are to inspect both the indoor and outdoor areas of their homes each day that children are in care. Any hazards are to be removed prior to children commencing care. If the hazard is unable to be rectified immediately, then a risk management plan must be put in place to protect children.**

**Educators are to initial each day that children are in care, or when prospective families visit outside care hours, to verify that a daily safety check has been carried out and that the environment is safe. Coordination staff are to sign and date the form when visiting an educator as confirmation that the educator is complying with the National Law and Regulations.**

**Note:** Family day care educators must notify the scheme of any changes that may affect the provision of care, eg. acquiring a pet, proposed renovations, or the name and accompanying WWCC of any person over the age of 18 intending to live at the family day care residence.

**Emergency Evacuation Practice Record  
to be practiced every 12 weeks**

Date:.....	Time taken:.....
Children present:.....	
‘emergency’ location:.....	
Comments:.....	
.....	
Educator’s signature:.....	
Staff signature:.....	Date:.....

**Emergency Invacuation (lockdown) Practice Record  
to be practiced at least every 12 weeks**

Date:.....	Time taken:.....
Children present:.....	
‘emergency:’ .....	
Comments:.....	
.....	
Educator’s signature:.....	
Staff signature:.....	Date:.....

