



**Nature Alliance Family Day Care Service**  
Assessment, Approval and Reassessment of Approved Family Day Care  
Residences and Family Day Care Venues



**POLICY IN THIS SECTION AS REQUIRED BY**

Education and Care Services National Law (WA) Act 2012: Section 3(2)(a); 3(3)(a-f); 164.

Education and Care Services National Regulations, 2012 – ‘Regulations’:26; 75; 103; 104; 105; 106; 107; 108; 109; 110; 116; 117.

National Quality Standards for Early Childhood Education and Care and School Age Care (2010)Standard 3.1; 3.2

**PURPOSE:**

To ensure that the premises is fit for purpose, meets regulatory requirements and is suitable for the education and care of children.

**SCOPE:**

Family Day Care Service and Family Day Care Educator’s residences and venues.

**PRINCIPLE:**

Best endeavours are used through an ongoing assessment process to ensure Family Day Care residences and venues provide for the wellbeing, safety, education and care of children at those residences and venues.

**POLICY:**

The Family Day Care Service will undertake an initial assessment of the Family Day Care residence and/or venue and then Annual assessment to ensure the health, safety and wellbeing of children is protected.

**GENERAL PROCEDURE:**

The Family Day Care Service will:

1. Follow the Nature Alliance assessment procedures when assessing each Family Day Care residence and or approved Family Day Care venue;
2. Re-assessment of each Family Day Care residence and or approved Family Day Care venue is completed annually before the last anniversary of assessment.
3. Provide a daily safety checklist for Family Day Care Educators to use to assess their environment and minimise risk whilst providing education and care for children.

**SPECIFIC PROCEDURES:**

**Assessment Prior To Registration With The Family Day Care Service:**

All Family Day Care residence and venues will be assessed prior to registration with the service.

1. If practical and prior to commencement of the registration process, a staff member will meet with the potential educator at the residence or venue to gain an overall view of the environment and what the potential Educator intends to provide if registration is granted.

2. If the potential Educator is deemed suitable, they will be advised to submit their application, if this hasn't already occurred. If this has already occurred, the potential educator will be advised if there is a position available.
3. After the initial meeting, the Potential Educator will be provided with a copy of the Residence or Venue Assessment form for self-assessment. A mutual time will be organized with the staff member and potential educator to conduct the assessment and all aspects of the environment will be assessed against the requirements stated on the assessment form. (Available on the Nature Alliance FDC Website or emailed via FDSee.
4. If the staff member believes that the premises will not meet Nature Alliance requirements, the potential Educator will be advised at any time during this process.
5. The Family Day Care Staff member will provide the potential Educator with a list of any identified items to be rectified, if applicable.
6. Once advised by the potential applicant that all outstanding items have been completed, a staff member will revisit the premises to conduct a final sign off of the venue assessment or if this is not practical, a Facetime call will be organized so a visual assessment can be conducted to access the completed items.
7. On completion, the Residence and/or Venue Assessment form will be included with all other documents pertaining to the application and saved in the educators Dropbox folder under Annual assessment.
8. The date of the final assessment will be recorded on the ECRU venue assessment date register.

**Annual Reassessment Of The Approved Family Day Care Residences And Or Venues:**

Reassessment will be conducted annually or additionally as required:

1. The Family Day Care Educator will be provided with a copy of the Residence and/or Venue Assessment form for self-assessment prior to the assessment visit if required.
2. A Family Day Care Service staff member will attend the venue or residence to assess the environment against the requirements stated on the Residence and/or Venue Assessment form. If the staff member cannot attend the premises in person due to travel restriction, a visual assessment may take place via FaceTime.
3. A copy of the assessment will be kept on the Family Day Care Educator's file.
4. If the Family Day Care Educator is not meeting the Family Day Care Service requirements then:
  - a) an action plan will be developed with a time frame for completion
  - b) Items listed will be followed up on the next support visit
5. If the educator remains non-compliant then:
  - b) the grievance procedure could be enacted; and/or
  - c) cancellation of Family Day Care Membership.

**SUPPORTING DOCUMENTS:**

FDSee Residence/Approved Venue Assessment (Electronic)