

**EDUCATOR REGISTRATION SAFETY AUDIT : GLOBAL TEMPLATE**

**Area 1 : Educator Information for Venue Safety & Risk Assessment**

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
1.1	Date of Risk & Venue Assessment for ECRU Register-		Date to be recorded on Visit Register				
1.2	Next of Kin Details (in emergency)-		Name / Phone number / email				
1.3	Details of Residence at Your Home-		Full name / Sex / Date of Birth / Police Clearance & WWCC (if required)				
1.4	Operating Information-		Which days are you planning to / do you operate your service?				
1.5	Other care you intend to provide-		Overnight care / Before and after school care / Pick-ups and drop-offs				
1.6	Professional Development		List PD you are interested in attending				
1.7	Are there any personal circumstances that may affect the provision of quality childcare at your service?		If Yes, please provide details / medical certificate				
1.8	Have you or any adult on the premises had any allegations or convictions made against you in the last 12 months?		If Yes, please provide details				
1.9	Have you or your partner enrolled your children in Family Day Care while you have been providing Family Day Care for children at the same time.		Details in comments section				
1.10	Do you have an Educator Assistant working in your service?		If Yes, provide name & Registration date				
1.11	Parent authorizations obtained annually. Copies sent to the office?		List outstanding authorizations				
1.12	Do you have a student or volunteer regularly attending your premises?		If yes, provide details				
1.13	Are registration documents held at the service?		State Yes or No (if no, please complete and send)				
1.14	Professional Development		List PD you attended in the last 12 months				

**Area 2 : General**

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
2.1	First impressions		Environment is tidy				
2.2	First impressions		Environment is clean and hygienic				
2.3	First impressions		Floor coverings are appropriate and OH&S friendly				
2.4	First impressions		Is your place, and all equipment / furnishings safe, clean and in good repair?				
2.5	Premises in general		Smoke-free environment provided at all times whilst children are in care				
2.6	Premises in general		Building and grounds are kept free of vermin				
2.7	Ventilation & Natural Light (R.110)		There is natural light and premises is maintained at a temperature that ensures the safety and wellbeing of children				
2.8	Ventilation & Natural Light		Ventilation is suitable				

2.9	Glass windows and Potential glass risks (R.117)		Glass Safety Management. 1 mtr from ground (unless service was approved prior to 1/12/2014, then height is 0.75m), safety film applied, confirmed tempered or safety glass, furniture placed in front of glass, Glazier report or other evidence provided,				
2.10	Indoor poisonous plants		Inaccessible to children				
2.11	Alcohol		Inaccessible to children				
2.12	Firearms / ammunition and other weapons		In separate locked cupboards/ licence number for guns and copy of documentation (as per state laws). Insert License Number and Expiry Date in comments section				
2.13	First Aid Kit (R.89)		Recognisable, readily available and stocked - inaccessible to children - Triangular bandage - Crepe bandage - Sterile wound dressings - Resuscitation face shield - Notebook & pencil - Scissors - Disposable gloves -Epi Pen / Ventolin & Spacer				
2.14	Evacuation Plan and Procedure (R.97-4-)		Displayed and in use at all emergency exits				
2.15	Guardian & Children's emergency contact numbers		Available at all times (incl. when out) paper as well as mobile phone contacts				
2.16	Telephone or other communication equipment (R.98)		Available and operational at all times (cordless phones may not operate when power loss i.e during fire, blackouts etc) mobile phone to be charged and in mobile phone coverage). Back up communication device available and working				
2.17	Inside Stairs		Child appropriate railings/barriers/top and bottom barriers if applicable				
2.18	Outside Stairs		Child appropriate railing/barriers/top and bottom if applicable				
2.19	Entry and Exit doors		All entry and exit doors and security doors are locked at all times children are in care with the key located in close proximity.				
2.20	Add general comments		Add notes in comments section				
2.21	General purpose power outlets		Have an earth leakage circuit breaker ((RCD)				
2.22	Daily Hazard Checklist		Environmental checklist used daily and includes toy washing schedule				

**Area 3 : Documentation**

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
3.1	Program		Child led program is available with evidence of both planned and spontaneous play				
3.2	Observations		Evidence of group learning is documented				
3.3	Observations		Individual children's learning journeys are shared with the parents				
3.4	Observations		Quarterly assessment of learning is in place for groups and individuals				
3.5	Information to be displayed (Reg.173)		NQS Ratings doc				
3.6	Information to be displayed		Educator Information (NA-Tem-0019)				
3.7	Information to be displayed		NA Certificate of Registration				
3.8	Information to be displayed		ECRU Service approval				
3.9	Risk Assessments for Excursions (R.100-102)		Excursion Regular Outing Risk Assessments are reviewed and updated annually				
3.10	Risk Assessments for Excursions		NA-FRM-0018 (A) Transport Of Children In Own Vehicle Risk Assessment And Management Plan completed and updated annually				
3.11	Risk Assessments for Excursions		Parent authorisations updated annually				
3.12	Risk Assessments for Excursions		Updated copy of parent authorisations are sent to the Service				
3.13	Legislative Documents		Current copy of Education and Care Services National Regulations available				

3.14	Legislative Documents		Current copy of Education and Care National Law (Act)(WA) available				
3.15	Legislative Documents		Current copy of National Quality Framework including the National Standards available				
3.16	Resources		EYLF - Belonging, Being and Becoming available				
3.17	Legislative Documents		Nature Alliance Policy Manual updated and available				
3.18	Documentation		Parent handbook current and available				
3.19	Documentation		Philosophy easily accessible and relevant				
3.20	Fees		All funds receipted using electronic or manual receipting system				
3.21	Fees		Receipt has ABN for Nature Alliance and own FDC				
3.22	Storage of Documents		Filing system for confidential documents including family / child files				
3.23	Parent Resources		Information available to parents about other agencies in the community (can be electronic)				
3.24	General Comments		Add notes in the comments section				

**Area 4 : Hazards and Other Issues**

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
4.1	Supervision		Children are supervised both in and outdoors. Children never left alone with strangers				
4.2	Cooking		Aware of supervision/safety issues - pot handles, rear elements and oven door temperature				
4.3	Children's bags		No access for babies to small bits in bags				
4.4	TV/Device viewing		Kept to a minimum and not on as background noise				
4.5	General comments		Make notes in comments section				
4.6	Specific and Risk Benefit Risk Assessments		Completed and reviewed annually				
4.7	Sleep Supervision		Practices and procedures in place				

**Area 5 : Fire and Emergency Requirements**

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
5.1	Smoke Detectors		Location				
5.2	Smoke Detectors		Recently checked to ensure they are operational				
5.3	Fire extinguisher		Available and appropriately placed - this is optional and needs to be checked every year or purchase a disposable one				
5.4	Emergency evacuation practiced every 3 months		All children in care are required to participate in this emergency practice				
5.5	Emergency Exits		All doors giving direct access from the place to the street are locked in a manner that does not prevent effective evacuation of the place				
5.6	Emergency Exits		There are two (2) exits from the place that are readily accessible and as widely separated as possible				
5.7	Emergency Exits		Emergency exits are clear of equipment and hazards to allow for easy evacuation				
5.8	Emergency Drill Risk Assessment (R.97-2-)		Risk assessment identifying potential emergencies relevant to service are current. eg. Cyclone / bush fire				
5.9	Emergency Drill Risk Assessment		Risk assessment for emergency drill in place and reviewed annually				

5.10	Emergency evacuation kit		Easily accessible and well stocked. Contains children's emergency contact details and photo that are up to date (not phone)				
5.11	Emergency Contact Details		Emergency services contact numbers readily available				

**Area 6 : Kitchen**

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
6.1	Electrical cords		Inaccessible to children (secured out of reach)				
6.2	Food preparation area		Safe and hygienic				
6.3	Food preparation area		Sink in food preparation area. Hot water supply available.				
6.4	Food preparation area		Refrigerator for food storage				
6.5	Detergents/cleaners and poisons		Inaccessible to children				
6.6	Benches/sink/table		Kept clean and free of hazardous items				
6.7	Garbage		Emptied regularly and container cleaned - access to children?				
6.8	Fridge medications/vitamins		Kept in a container locked, removed or inaccessible to children				
6.9	Stove and microwave		Has suitable bench space for placement of hot items when necessary. Management of hot surfaces?				
6.10	Will the Educator be providing food?		Weekly menu is available and displayed. Menu accurately describes the food and beverages provided by the Educator (R.80)				
6.11	Fire Blanket/Extinguisher (recommended)		Location - easily accessible when required				
6.12	General comments		Add notes in the comments section				
6.13	Food preparation practices		Educator implements adequate health and hygiene practices				
6.14	Food preparation practices		Educator implements safe practices for handling, preparing and storing food				
6.15	Will the Parent / guardian be providing food?		Storage of food is suitable to prevent cross contamination and food spoilage				

**Area 7 : Main Indoor Play/Care Area**

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
7.1	Electrical cords		Inaccessible to children (secured out of reach)				
7.2	General purpose power outlets (R.116-2[b])		On exposed power points				
7.3	Curtain and Blind Cords		Secured out of reach				
7.4	Furniture (R.105)		Adequate furniture to meet the physical and developmental needs of children that attend the service. Child size table & chair, cot, high chair, etc.				
7.5	Toys in general		To be kept in good order				
7.6	Toys in general		Stored to allow independent access by all children				
7.7	Toys in general		Suitable to children's development and needs				
7.8	Toys in general		Equipment represents different cultures including Aboriginal and Torres Strait Islander cultures				
7.9	Safe play space		Available floor/table space free from hazards				
7.10	TV		Where is this located and is it secure? Discuss appropriate TV time				

7.11	General comments		Make notes in the comments section				
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**Area 8 : Heating and Cooling**

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
8.1	Heating / Cooling		Available when necessary				
8.2	Type of heater		Electric / Gas / Slow combustion / Open fire / Radiator / Air conditioner				
8.3	Secured fire screen		Screen secured to prevent access				
8.4	Type of cooling (if applicable)		Ceiling fan / standard fan / air conditioner				
8.5	General comments		Make notes in note section				

**Area 9 : Toilet & Hygiene Facilities (R.109, 116[2][c])**

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
9.1	Curtain and Blind Cords		Secured out of reach				
9.2	Medicines		Secure and inaccessible to children				
9.3	Room deodoriser		Inaccessible to children				
9.4	Cosmetics		Inaccessible to children				
9.5	Toiletries / Shampoos		Inaccessible to children				
9.6	Razors		Inaccessible to children				
9.7	Mats		Non-slip				
9.8	Door lock		Can be unlocked from the outside				
9.9	Hand washing facilities available for children		Running water, soap on tap and paper towel and/or cloth towel				
9.10	Childrens Access to washing hands		Step stool provided to assist children's independence				
9.11	General comments		Make notes in the comments section				
9.12	General purpose power outlets (R.116-2-b-)		On exposed power points				
9.13	Toilet facilities age appropriate		Step stool, potty, junior toilet seat				
9.14	Toilet cleaner		Secure and inaccessible to children				
9.15	Cleaning items		Available but inaccessible to children				

**Area 10 : Nappy Change Facility**

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
10.1	Nappy change area		Suitable location / where located				
10.2	Suitably stocked		Gloves, wipes, bags, paper towel, nappies, mat, cleaning solution				
10.3	Suitably stocked		Washable nappy change surface. Change mat is in good condition				
10.4	Sanitary		Suitable sealed container for soiled nappies, including cloth nappies (if applicable). Inaccessible to children				

10.5	General comments		Make notes in comments section				
Area 11 : Laundry (R.106)							
No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
11.1	General purpose power outlets (R.116-2[b])		On exposed power points				
11.2	Curtain and Blind Cords		Secured out of reach				
11.3	Storage of soiled items		Provision made is safe and sanitary and inaccessible to children				
11.4	Cleaning agents/ chemicals/ poisons		Secure and inaccessible to children				
11.5	General comments		Make notes in comments section				
Area 12 : Children's Sleep/Areas (R.81[3])							
No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
12.1	What areas do the children have access to for sleep and rest periods		Document the specifics of the rooms/areas where children will be sleeping				
12.2	Electrical cords		Inaccessible to children (secured out of reach)				
12.3	General purpose power outlets (R.116-2-b-)		On exposed power points				
12.4	Curtain and Blind Cords		Secured out of reach				
12.5	Sleeping facilities for babies		A/S portable/full cot for each child				
12.6	Sleeping facilities for children		1 bed/mattress for each child				
12.7	Sleeping arrangements		Are you aware of the regulations relating to children's sleeping arrangements (protective strategies)?				
12.8	Beds / cots		Clean and in good repair				
12.9	Bed linen for children's use		Clean bed linen/blankets				
12.10	Bed linen for children's use		Individual bed linen/blankets for each child				
12.11	Bed linen for children's use		Suitable for climate				
12.12	Location of beds/cots		Arranged for easy access to each child				
12.13	General comments		Make notes in comments section				
12.14	Overnight Sleeping Arrangements		Area suitable for children sleeping overnight				
12.15	Overnight Sleeping Arrangements		Specific risk assessment in place and reviewed annually				
Area 13 : Outside Area / Backyard							
No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
13.1	Fencing for play area (R.104)		Prevents scaling or crawling under or through				
13.2	Fencing for play area		No objects to aid climbing out of the play area				
13.3	Terraced areas		Area to be risk assessed and managed.				
13.4	Gates		Child proof latch (or inaccessible to children) to secure gate				

13.5	Stairs		Child appropriate railings/barriers/barriers top and bottom if applicable				
13.6	Stairway/ramp/balcony		Enclosed to prevent a child falling through / non slip				
13.7	Fish pond		Securely covered				
13.8	Garbage		Out of main play area or risk managed				
13.9	Poisonous plants		Made inaccessible to children.				
13.10	Under house		No access				
13.11	Play area		Kept free of hazards - eg. items that have the potential to cause harm to a child during play				
13.12	Shade/sun protection		Shade available in play area				
13.13	General comments		Make notes in comments section				
13.14	Natural Environment (R.113)		Sufficient outdoor space for children to explore and experience the natural environment				

**Area 14 : Outdoor - Play Equipment**

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
14.1	Outdoor play Equipment		Maintained in good order				
14.2	Outdoor play Equipment		No sharp/rough or rusted edges				
14.3	Outdoor play Equipment		Stable				
14.4	Sandpits		Maintained regularly				
14.5	Trampolines		Procedures in place ensuring effective supervision				
14.6	Bikes/prams/trikes		In good order				
14.7	General comments		Make notes in comments section				

**Area 15 : Garage / Garden Shed**

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
15.1	Machines		Locked away and inaccessible to children				
15.2	Tools/Sharp implements		Locked away and inaccessible to children				
15.3	Car in the yard		Locked				
15.4	Garage doors		Closed and locked at all times				
15.5	Garden shed		Locked at all times				
15.6	General comments		Make notes in comments section				
15.7	Will children have access to this area?		Make notes in comments section				

**Area 16 : Swimming pools & bodies of water (R.116[2][b])**

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
16.1	Swimming Pool / Spa / Body of Water		Not accessible to FDC children				

16.2	Safety Device & Location		As Per Regulation 373				
16.3	Gate opens outward from the pool		Gate to be checked daily				
16.4	Gate swings back to the closed position after being opened		Gate to be checked daily				
16.5	Gate latches and stays closed after it returns to the closed position		Gate to be checked daily				
16.6	Gate is secured so that it can't be pulled open once latched		Gate to be checked daily				
16.7	Gate is secure and doesn't open if a child bounces on the bottom rail of the gate		Gate to be checked daily				
16.8	Gap between the gate and the pool safety barrier is less than 100mm		Gaps have been checked by Council				
16.9	Latch is at least 1.5m from the ground		No climbing aids near the fence				
16.10	Wading Pools		Supervised when in use				
16.11	Wading Pools		Emptied after use				
16.12	Wading Pools		Stored to prevent water collection				
16.13	General comments		Make notes in comment section				
16.14	Wading Pools		NA-FRM-18D Risk Benefit Form completed & updated annually				
16.15	Water Play		Effective procedures that ensure direct supervision of enrolled children engaged in water play such as wading, paddling, vortex or water trolley at the residence / venue				
16.16	Educator is aware of the dangers of propping the gate open		Discussed				
16.17	Fence is at least 1.2m high		No climbing aids near fence				
16.18	All fence panels are in place and in good condition		Checked daily				
16.19	All fence panels are securely attached and stable		Checked daily				
16.20	There are no gaps or holes in the fence		To prevent children climbing through the fence				
16.21	The ground below the fence is firm and stable		No holes, children or dogs cannot dig underneath the fence				
16.22	Pool aids and toys are removed from the pool and stored securely out of view after use		Nothing to attract children into the area				
16.23	Climable objects near the pool safety barrier have been removed. ie. chairs, ladders, trees, pot plants, BBQs		Checked daily				
16.24	Trees or shrubs near the pool safety barrier have been trimmed so that children can't use them to climb the fence		Regularly checked				
16.25	No objects within the climbable zone of 1200mm (within downward arc from top of fence)		Checked daily				
16.26	Are safety device/s in place and operating as designed		Checked daily				
16.27	Specific Risk Assessment Completed		NA-FRM-18B to ensure children do not have access to water hazard				



Area 17 : Pets / Animals (R.116[2][e])							
No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
17.1	Pets		Separate area for animals				
17.2	Health		Kept healthy and clean				
17.3	Kitty litter / Pet food		Inaccessible to children				
17.4	Pet droppings		Cleaned up each time, before children access area				
17.5	Pet toys		Inaccessible to children				
17.6	General comments		Make notes in comments section				
Area 18 : Vehicle for transporting children							
No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
18.1	Children's car seats		List details and expiry dates				
18.2	Seat belts		Number of belts and car seat points available				
18.3	Current car Registration		Registration no -				
18.4	Child health and safety		First aid kit in car				
18.5	Child health and safety		Children are never left unattended in a vehicle, e.g. Visiting FDC office, getting petrol				
18.6	Child health and safety		Whenever FDC children are in a vehicle, a smoke-free environment is maintained in that vehicle				
18.7	General comments		Make notes in comments section				
18.8	Children's car seats		Instructions available				
Area 19 : Educator Signature							
No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
19.1	Educator Name		Please type name in comments section				
19.2	Educator Signature		Please sign in comments section (after finalized)				
19.3	Date of acknowledgement		Date document signed				