



**Education
Standards
Board**

early childhood to
senior schooling



**Government
of South Australia**

South Australian Standards For Family Day Care Services

(for sole educator services)

In accordance with the *Education and
Early Childhood Services (Registration
and Standards) Act 2011*

INTRODUCTION

The *South Australian Standards for Family Day Care Services (for sole educator services)* support the regulation of the provision of education and early childhood services in South Australia for the protection and wellbeing of children.

The *Education and Early Childhood Services (Registration and Standards) Act 2011* prescribes that family day care services be regulated through a modified application of the *Education and Care Services National Law (South Australia)* and through Standards determined by the Education Standards Board. The *South Australian Standards for Family Day Care Services (for sole educator services)* set the operational requirements for family day care services provided by a sole educator and are applied as a condition on a service approval.

The *South Australian Standards for Family Day Care Services (for sole educator services)* were reviewed and approved by the Education Standards Board in November 2019 and are effective from 1 December 2019.

DEFINITION OF A FAMILY DAY CARE SERVICE

A service that is providing or intending to provide education and care on a regular basis to a child or children under 13 years of age that is delivered through the use of a sole educator, operates from a residence or approved venue that is not the child's own home, is for fee or reward, is advertised and is not a personal arrangement.

The SA Standards for Family Day Care Services apply to a family day care service delivered by one educator providing education and care for children at a residence or at a place other than a residence.

Family day care services covered by these Standards are not family day care services that are education and care services within the meaning of *the Education and Care Services National Law (South Australia)*.

Education and care provided under a personal arrangement within the meaning of the *Education and Care Services National Law (South Australia)* are not within the scope of the meaning of a family day care service.

The Education and Care Services National Law (South Australia) defines a personal arrangement as:

'education and care provided to a child-

- *by a family member or guardian of a child personally, otherwise than as a staff member of, or under an engagement with, a service providing education and care on a regular basis to children under 13 years of age; or*
- *by a friend of the family of the child personally under an informal arrangement where no offer to provide that education and care was advertised.'*

To determine this meaning the Board has referenced the definitions from the *Education and Early Childhood Services (Registration and Standards) Act 2011* and the *Education and Care Services National Law (South Australia)*.

Section 4 (1) of the *Education and Early Childhood Services (Registration and Standards) Act 2011* prescribes one form of residual early childhood service as:

'family day care services that are not education and care services within the meaning of the Education and Care Services National Law (South Australia).'

STANDARDS

Standard 1

The sole family day care educator is a fit and proper person.

The sole family day care educator:

- a) holds a current approved Working With Children Check from an authorised screening provider and makes available a copy for inspection by parents or guardians of the children being educated and cared for and the Education Standards Board;
- b) is 18 years of age or older;
- c) satisfies the Education Standards Board that there are no circumstances, such as a medical condition, mental illness or medication, that may affect their ability to educate and care for children;
- d) is not affected by alcohol or drugs (including prescription medication) and provides a medical certificate, if required, to verify that prescription medication does not affect their ability to educate and care for children.

Standard 2

The sole family day care educator has the knowledge, skills and experience to educate and care for children.

The sole family day care educator:

- a) demonstrates adequate knowledge, experience and understanding of the provision of education and care of children;
- b) holds an ACECQA-approved education and care qualification at Certificate III level or above;
- c) holds a current approved first aid certificate that includes emergency asthma management, anaphylaxis management and child cardiopulmonary resuscitation (CPR);
- d) meets current South Australian Government child safe environment requirements and understands their responsibilities under the *Children and Young Persons (Safety) Act 2017* to notify if child abuse and or neglect are suspected;
- e) makes available the above qualification and certifications for inspection by the parents or guardians of the children being educated and cared for and the Education and Standards Board.

Standard 3

The educator-to-child ratios are met at all times.

The sole family day care educator:

- a) provides care for no more than 7 children in total at any one time, with no more than 4 children who have not started school; this includes the educator's own children if the children are under 13 years of age and there is no other adult present caring for the educator's children;
- b) may be granted approval by the Education Standards Board to care for more children in exceptional circumstances, for example, if all the children are from the same family.

Standard 4

Residents 18 years of age or older are fit and proper persons.

The sole family day care educator:

- a) ensures that residents 18 years of age or older present at the sole family day care educator's residence or venue hold a current approved Working With Children Check from an authorised screening provider and makes available a copy for inspection by parents or guardians of the children being educated and cared for and the Education Standards Board.

Standard 5

Visitors to the residence or venue are not left alone with children.

The sole family day care educator:

- a) ensures that visitors to the residence or venue are not left alone with children being educated and cared for;
- b) keeps a record of all visitors to the residence or venue while children are being educated and cared for.

Standard 6

Children's health and safety is managed at all times.

The sole family day care educator:

Safety and emergency management

- a) ensures the residence or venue:
 - i. is appropriate for the age and number of children being educated and cared for;
 - ii. does not have water hazards, such as pools or water features, that pose a risk to children;
 - iii. is safe, clean and in good repair, including the furniture and equipment;
 - iv. is free of tobacco smoke, illicit drugs and alcohol while children are being educated and cared for;
- b) ensures the residence or venue:
 - i. has a hazard identification and management checklist completed at least annually and makes this available to parents or guardians;
 - ii. has a risk identification and management checklist and makes this available to parents or guardians;
- c) ensures the residence or venue:
 - i. has emergency evacuation procedures, including a floor plan, on display in a prominent place;
 - ii. emergency evacuation procedures are practiced with children at least every 3 months;
 - iii. has a Bushfire Action Plan on display in a prominent place, if it is in a bushfire risk area;
- d) ensures:
 - i. children are adequately supervised at all times;

- ii. every reasonable precaution is taken to protect children from harm and hazard likely to result in injury;
- iii. relevant emergency telephone numbers are readily available;
- iv. parents or guardians of children can enter the premises at any time that the children are being educated and cared for;
- v. an up-to-date record of persons authorised to collect children being educated and cared for is maintained; and ensures only authorised persons collect children;

Health and hygiene

- e) ensures adequate health and hygiene practices are maintained by:
 - i. handling, storing and preparing food in a safe and hygienic manner and in accordance with current food safety standards and these are displayed in a prominent place;
 - ii. following current guidelines for sun protection and these are displayed in a prominent place;
 - iii. following current guidelines for the management and notification of infectious diseases and has in place an infectious care management plan and this is available for inspection by parents or guardians;
 - iv. understanding and managing children's allergies and health care and maintaining a record for each child;

Sleep and rest

- f) follows safe sleeping standards and guidelines;
- g) meets each child's needs for sleep and rest, having regard to the age, developmental stage and individual needs of the children;

Food and nutrition

- h) provides children with food and drinks that are:
 - i. nutritious and adequate in quantity;
 - ii. offered on a regular basis;
 - iii. appropriate to the dietary, growth and development needs of each child;
 - iv. appropriate to each child's specific cultural, religious or health requirements;
- i) provides children with access to safe drinking water at all times;

Accident, injury and illness

- j) if children have an accident, injury or become ill while in care:
 - i. administers appropriate first aid, and/ or seeks immediate medical aid if required;
 - ii. notifies the child's parent or guardian or person nominated by the parent or guardian, as soon as possible;
 - iii. keeps a detailed record of the accident, injury or illness;
- k) has available at all times adequate first aid provisions that are easily accessible to the educator and not accessible to the children;

Medication

- l) if administering medication to children in care:
 - i. has the parent's or guardian's written authorisation;
 - ii. stores the medication appropriately and out of reach of children;
 - iii. administers only medication prescribed by a medical or health care practitioner and that is in the original container bearing the instructions and use by date;
 - iv. administers medication in accordance with children's medical management plans;

- v. keeps a record of the medication administered to children;

Insurance

- m) maintains current adequate public liability insurance of no less than \$10,000,000 at all times.

Standard 7

The education and care program reflects the current national learning framework for children.

The sole family day care educator:

- a) provides a program of education and care that is based on the principles, practices and outcomes of the *Early Years Learning Framework for Australia* and the *Framework for School Age Care in Australia* and contributes to developing the children to:
 - i. have a strong sense of identity;
 - ii. connect with and contribute to their world;
 - iii. have a strong sense of wellbeing;
 - iv. be confident and involved learners;
 - v. be effective communicators;
- b) documents the engagement, learning and development of each child.

Standard 8

Relationships and interactions with children are positive and nurturing.

The sole family day care educator:

- a) interacts with children in a positive and respectful way that:
 - i. maintains the dignity and rights of the children at all times;
 - ii. encourages the children to express themselves and their opinions;
 - iii. gives positive guidance and encouragement to children for acceptable and responsible behaviour;
 - iv. has regard to the children's age, development and abilities;
 - v. respects the children's family and cultural values;
- b) works in partnership with parents or guardians to support children's wellbeing and development.

Standard 9

The education and care provision incorporates a continuous improvement approach to outcomes for children and service delivery for parents or guardians.

The sole family day care educator:

- a) undertakes relevant professional development each year and makes available a record of this to parents or guardians;

- b) obtains documented feedback from parents or guardians at least once per year and uses the feedback to continuously improve the education and care of children;
- c) has ongoing communication with parents or guardians and supports a collaborative approach to their children's learning, wellbeing and development.

Standard 10

The safety and wellbeing of children is maintained during excursions and vehicular travel.

The sole family day care educator:

- a) obtains written authorisation from parents or guardians before children are taken out of the premises for an excursion and keeps a record of this; for regular outings this authorisation can be obtained annually unless circumstances change;
- b) identifies, assesses and manages hazards and risks to ensure the safety of the children while on an excursion or regular outing;
- c) on an excursion or regular outing:
 - i. supervises children at all times;
 - ii. has a first aid kit available;
 - iii. carries emergency contact information of the children's parents or guardians, including any authorisations to collect the children;
 - iv. carries a mobile phone or means of contact in an emergency;
 - v. carries any medications for children who have a medical condition;
- d) when transporting children in their own vehicle:
 - i. holds a current driver's licence;
 - ii. has appropriate registration and insurance for the vehicle;
 - iii. follows the requirements for safe passenger transport by using appropriate child restraints and seating;
 - iv. has a roadworthy vehicle.

Standard 11

The Education Standards Board is notified of matters that impact on the health and safety of children.

The sole family day care educator:

- a) notifies the Education Standards Board within 7 days if:
 - i. the sole family day care educator's fit and proper person status or medical condition changes;
 - ii. the fit and proper person status of a resident 18 years of age or older changes;
 - iii. a new resident, 18 years or older, resides or intends to reside in the residence;
 - iv. there are proposed renovations or other changes to the residence or venue that affect the care of children ;
 - v. any incident where the sole family day care educator reasonably believes that physical abuse or sexual abuse of a child or children has occurred or is

occurring while the child is or the children are being educated and cared for by the education and care service;

- vi. allegations that physical or sexual abuse of a child or children has occurred or is occurring while the child is or the children are being educated and cared for by the education and care service (other than an allegation that has been notified under section 174(2)(b) of the *Education and Care Services National Law Act 2010*).

- b) notifies the Education Standards Board within 24 hours if:
 - i. a child dies;
 - ii. a child is hospitalised or requires urgent medical attention;
 - iii. an incident requiring emergency services occurs;
 - iv. a child is missing or cannot be accounted for;
 - v. a complaint is made to the sole family day care educator alleging the provision of care of the children is being affected, or the safety, health or wellbeing of children is compromised;
 - vi. a complaint alleging that the relevant legislation or these Standards have been breached.

Standard 12

The sole family day care educator informs parents or guardians of its approach to education and care and maintains up-to-date records.

The sole family day care educator:

- a) has a copy of the *South Australian Standards for Family Day Care Services (for sole educator services)* and makes it available to parents or guardians of children being educated and cared for;
- b) has written information on their service management for the following and makes it available to parents or guardians of children being educated and cared for:
 - i. the service's education and care philosophy;
 - ii. enrolment procedures, including the requirement for information and authorisations required of parents or guardians about the children being educated and cared for;
 - iii. confidentiality of information relating to children being educated and cared for and their families;
 - iv. the service's approach to engagement with families in reviewing the practices of the service;
 - v. management procedures for complaints and concerns about the service;
- c) has up-to-date records, stored in a safe, secure and confidential place, on:
 - i. children's personal and family details;
 - ii. children's health care needs and any medical management plans, including authorisation to administer medication;
 - iii. attendance records, detailing dates and hours each child is being educated and cared for;
 - iv. contact details for the parents or guardians and alternative emergency contacts.