



*Early Childhood to Senior Schooling*  
Education and Early Childhood Services  
Registration and Standards Board of SA



Government  
of South Australia

# South Australian Standards For Individual Family Day Care Services

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

These Standards have been determined by the Education and Early Childhood Services Registration and Standards Board of South Australia under Regulation 27 of the Education and Early Childhood Services (Registration and Standards) Regulations 2011 and must not be modified in any way by an individual. The Education and Early Childhood Services Registration and Standards Board of South Australia may modify these standards or determine new standards from time to time in accordance with the Regulations.

#### *Acknowledgement*

The *South Australian Standards for Individual Family Day Care Services* was developed in consultation with individual family day care service providers in South Australia. The Education and Early Childhood Services Registration and Standards Board of South Australia acknowledges the Children (Education and Care Services) Supplementary Provisions Regulation 2012, New South Wales. The South Australian Standards for Individual Family Day Care Services has been developed with regard to the requirements of the *Education and Care Services National Law (South Australia)* and the *Education and Care Services National Regulations*.

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#### REVISION RECORD

Date	Version	Revision description
1 Aug 2015	1	
18 Nov 2015	2	Definition of an individual family day care service

## *Commencement*

*The South Australian Standards for Individual Family Day Care Services* has been developed to support 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 individual 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 and Early Childhood Services Registration and Standards Board of South Australia. The *South Australian Standards for Individual Family Day Care Services* sets operational requirements for individual family day care services and will be applied as a condition on a service approval.

The Education and Early Childhood Services Registration and Standards Board of South Australia approved the *South Australian Standards for Individual Family Day Care Services* on 15 July 2015.

The *South Australian Standards for Individual Family Day Care Services* is effective from 1 August 2015.

## **An individual family day care service means:-**

‘a service that is delivered by one educator to provide education and care for children at a residence or at a place other than a residence’.

Individual family day care services covered by these Standards are not a family day care service that is an education and care service within the meaning of the *Education and Care Services National Law (South Australia)*. An individual family day care service is considered to be a service provided by a sole educator.

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

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)’.*

The Education and Care Services National Law (South Australia) defines a family day care service in section 5 (1) as meaning:

*‘an education and care service that is delivered through the use of 2 or more educators to provide education and care for children in residences whether or not the service also provides education and care to children at a place other than a residence’.*

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

*‘education and care provided to a child-*

- a) 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*
- b) 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.*

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## Standard 1

The individual family day care educator must be a fit and proper person

The individual family day care educator must:

- a) hold an approved current relevant history screening assessment from an authorised screening unit prior to educating and caring for children
- b) be an individual of or above the age of 18 years (have attained the age of 18 years)
- c) satisfy the Board that there are no circumstances such as a medical condition, including mental illness, that may affect their ability to educate and care for children.

## Standard 2

The individual family day care educator must have appropriate knowledge, skills and experience

The individual family day care educator must:

- a) hold at least an approved Certificate III level education and care qualification
- b) have adequate knowledge, experience and understanding of the provision of education and care with children
- c) hold a current approved first aid qualification that includes emergency asthma management, anaphylaxis management training and child cardiopulmonary resuscitation (CPR) training
- d) have current child safe environment training and understand their responsibilities to notify of situations where child abuse and neglect are suspected under the Children's Protection Act 1993.

## Standard 3

The individual family day care educator-to-child ratios to be met at all times

- a) The individual family day care educator must not provide care for more than 7 children in total at any one time, with no more than 4 children who have not started school.
  - i. The individual family day care educator's own children are to be taken into account if the children are under 13 years of age and there is no other adult present and caring for the children.
- b) In some exceptional circumstances the individual family day care educator may seek approval from the Board to care for more children, if all the children being educated and cared for are from the same family.

## Standard 4

Residents over 18 years of age must be fit and proper

- a) Residents over 18 years of age at the individual family day care educator's premises must hold a current approved relevant history screening assessment from an authorised screening unit.

## Standard 5

Visitors to the residence or venue must not be left alone with children

- a) The individual family day care educator must ensure that visitors to the residence or venue must not be left alone with children being educated and cared for.
- b) The individual family day care educator keeps a record of all visitors to the residence while children are being educated and cared for.

## Standard 6

### Children's health and safety

- a) The family day care residence or venue must be approved prior to care commencing.
  - i. The residence or venue is appropriate for the age and number of children to be cared for.
  - ii. Water hazards such as pools or water features do not pose a risk to children.
- b) The premises, furniture and equipment are to be safe, clean and in good repair.
- c) Children must be cared for in a healthy and safe environment.
  - i. A hazard identification and management checklist is to be completed prior to education and care being provided and at least annually.
  - ii. The individual family day care educator has an understanding of identifying, assessing and managing risks.
  - iii. The environment is free of tobacco smoke, illicit drugs and alcohol while children are in care.
- d) The individual family day care educator has developed emergency and evacuation procedures that include a floor plan and detail of what must be done in the event of an emergency.
  - i. The emergency evacuation procedures and plan are on display in a prominent place in the residence or venue.
  - ii. The emergency evacuation procedures are practiced with children a minimum of once every 3 months.
  - iii. The emergency evacuation procedures include a Bushfire Action Plan if the individual educator resides in a bushfire risk area.
- e) The individual family day care educator has policies and procedures in place to manage a healthy and safe environment.
- f) Children should be supervised at all times while in care.
- g) Every reasonable precaution is taken to protect children being educated and cared for from harm and any hazard likely to result in injury.

### *Health and hygiene*

- h) Adequate health and hygiene practices are to be maintained.
  - i. Food is handled, stored and prepared in a safe and hygienic manner in accordance with food safety standards.
  - ii. The individual family day care educator understands and follows current guidelines in relation to sun protection.
  - iii. The individual family day care educator follows current guidelines in relation to the management and notification of infectious diseases.
  - iv. The individual family day care educator is aware of, and understands and manages, each child's allergies and health care needs.

### *Sleep and rest*

- i) The educator must take reasonable steps to ensure that each child's needs for sleep and rest are met, having regard to the age, developmental stage and individual needs of the child.
  - i. The individual family day care educator understands and follows the safe sleeping standards and guidelines.



### *Food and nutrition*

- j) Food and beverage provided to children is:
  - i. nutritious and adequate in quantity;
  - ii. offered on a regular basis;
  - iii. appropriate to the dietary, growth and development needs of each child; and
  - iv. appropriate to each child's specific cultural, religious or health requirements.
- k) Children must have access to safe drinking water at all times.

### *Accident, injury and illness*

- l) If a child has an accident, injury or becomes ill while in care, the individual family day care educator will:
  - i. administer appropriate first aid, if required;
  - ii. seek immediate medical aid, if required;
  - iii. notify the child's parent or person nominated by the parent as soon as possible; and
  - iv. keep a detailed record of the accident, injury or illness.
- m) Adequate first aid provisions must be available at all times in the care environment.
  - i. The first aid provisions should be easily accessible to the individual family day care educator and not accessible to children.

### *Medication*

- n) Written authorisation from a parent or guardian is required if medication is to be administered to a child in care by the individual family day care educator.
  - i. Medication is to be stored appropriately and out of reach of children.
  - ii. Medication should be prescribed by a medical or health care practitioner and be in the original container bearing the instructions and use by date.
  - iii. A record of the medication administered to children is kept.
- o) The individual family day care educator is not affected by alcohol or drugs (including prescription medication) so as to impair their capacity to supervise or provide care to children.
  - i. A medical certificate may be required to the effect that it states that the medication will not affect their ability to care for children.

## **Standard 7**

### **Children's program**

- a) A children's program contributes to the following outcomes:
  - i. the child will have a strong sense of identity;
  - ii. the child will be connected with and contribute to his or her world;
  - iii. the child will have a strong sense of wellbeing;
  - iv. the child will be a confident and involved learner; and
  - v. the child will be an effective communicator.
- b) The children's program is based on the principles and practices of the Early Years Learning Framework for Australia and the Framework for School Age Care in Australia.
- c) The individual family day care educator has documentation to support the engagement, learning and development of children.

## **Standard 8**

### **Relationships and interactions with children are positive and nurturing**



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

### Standard 9

The individual family day care educator should incorporate a continuous improvement approach to outcomes for children and service delivery for families

- a) The individual family day care educator is to undertake relevant professional development each year.
- b) The individual family day care educator obtains documented feedback from parents and families a minimum of once per year and utilises the feedback to support continuous improvement of the education and care of children.
- c) Communication with parents and families is ongoing and supports a collaborative approach to their child's learning, wellbeing and development.
- d) A parent or guardian of a child being educated and cared for by the individual family day care educator may enter the premises at any time that the child is being educated and cared for.

### Standard 10

The safety and wellbeing of children must be maintained during an excursion and vehicular travel

- a) Written authorisation is obtained by a parent or guardian before any child is taken out of the premises for an excursion.
  - i. For regular outings this authorisation can be obtained once unless circumstances relating to the routine outing change.
- b) The individual family day care educator is to identify, assess and manage any hazards and risks to ensure the safety of the children while on an excursion or regular outing.
- c) On an excursion the individual family day care educator must:
  - i. supervise children at all times;
  - ii. have a first aid kit available;
  - iii. carry emergency contact information of the children's parents or guardians including any authorisations to collect the child;
  - iv. carry a mobile phone or means of contact in an emergency; and
  - v. carry any relevant medications for children who have a medical condition.
- d) When transporting children in their own vehicle the individual family day care educator must:
  - i. hold a current driver's licence;

- ii. have appropriate registration and insurances for the vehicle; and
  - iii. follow the requirements for safe passenger transport by using appropriate child restraints and seating.
- e) The individual family day care educator's vehicle must be roadworthy.

## Standard 11

### Notifications to the Regulatory Authority

The individual family day care educator is required to notify the Regulatory Authority on certain matters such as:

- a) any circumstances that affect the individual family day care educator's ability to be a fit and proper person to provide care to children including any change of circumstance relating to their relevant history screening clearance, and any changes to their medical condition that may affect their suitability to provide care to children. The notification must be made within 7 days of the educator becoming aware of the change.
- b) any circumstances that may affect the fitness and propriety of a resident over 18 years of age including any change of circumstance relating to their relevant history screening clearance. The notification must be made within 7 days of the educator becoming aware of the change.
- c) any new person aged 18 years or over who resides or intends to reside in the residence. The notification must be made within 7 days of the person residing or when the educator becomes aware of the intention to reside.
- d) any proposed renovations to the residence or venue, or changes that affect the care of children. The notification must be made within 7 days before the proposed renovations take place.
- e) any serious incident that resulted in the death of a child. The notification must be made within 24 hours of the death or the time that the educator becomes aware of the death.
- f) any serious incident that resulted in a child being hospitalised or requiring urgent medical attention. The notification must be made within 24 hours of the incident or the time that the educator becomes aware of the hospitalisation or that urgent medical attention was sought.
- g) any incident where emergency services was sought. The notification must be made within 24 hours of the incident.
- h) any circumstances where a child appears to be missing or cannot be accounted for. The notification must be made within 24 hours of the incident.
- i) any complaint made to the individual family day care educator alleging the provision of care of children is being affected, compromising the safety, health or wellbeing of a child or children. The notification must be made within 24 hours of the educator receiving the complaint.
- j) any complaint alleging that the Law or Standards have been breached. The notification must be made within 24 hours of the educator receiving the complaint.

## Standard 12

The individual family day care educator is to maintain appropriate administration policies, practices and records

- a) Policies and procedures of the individual family day care educator, including a copy of the South Australian Standards for Individual Family Day Care Services, are available to parents of children in care on request.
- b) The following policies and procedures are required:
  - i. Service management
    - philosophy
    - management of complaints and concerns
    - enrolment
    - confidentiality
    - continuous improvement practices
    - notification of serious incidents and emergencies
    - engagement with families
  - ii. Health and safety
    - providing a child safe environment
    - children's health and safety
    - management of infectious diseases
    - sun protection
    - food safety standards
    - safe sleeping
    - risk assessment and management
    - first aid
    - infectious diseases
    - accident, illness and injury management
    - administration of medication
    - excursions and vehicular travel
    - water safety
  - iii. Relationships with children
    - positive guidance techniques
    - interactions with children.

### *Records and forms*

- c) The individual family day care educator should have any relevant emergency numbers readily available.
- d) The individual family day care educator develops appropriate forms or records necessary to support the provision of care.
  - i. The forms or records include:
    - documentation relating to child information and enrolment details
    - information about children's health care needs or any medical management plans
    - parent contact information including emergency contacts
    - parent permissions
    - authorised persons to collect children
    - authorisation to administer medication
    - administration of medication

- child accident, injury and illness records
  - risk assessment and risk management records including risk assessment for excursions
  - authorisation for excursions
  - hazard identification and management checklist.
- e) The individual family day care educator must keep a record of the hours of care that are provided to children.
- f) The individual family day care educator must keep a register of the parents of the children in care.
- g) The individual family day care educator maintains current adequate public liability insurance at all times.
- h) The individual family day care educator is to keep a copy of evidence of their current relevant history screening assessments.
- i) The individual family day care educator is to keep a copy of current first aid certificates, evidence of their approved qualifications and evidence of ongoing training and professional development.
- j) Records are to be kept up-to-date, stored in a safe and secure area, remain confidential and be readily available on request to authorised officers of the Regulatory Authority.