

Australian Capital Territory

Children and Young People (ACT Childcare Services) Standards 2009 (No 1)*

Disallowable instrument DI2009–11

made under the

Children and Young People Act 2008, section 887 (Standard-making Power)

1 Name of instrument

This instrument is the *Children and Young People (ACT Childcare Services) Standards 2009 (No 1)*.

2 Commencement

This instrument commences on 27 February 2009.

3 Standards

I make the following ACT Childcare Services Standards.

Andrew Barr
Minister for Children and Young People

31 January 2009

*Name amended under Legislation Act, s 60

Chapter 1: Core Standards

Core standards apply to all licensed childcare services in the ACT and must be adhered to at all times. In addition to core standards, there are service type specific standards.

Operating Procedures

Keeping Records

- 1.1 Records required by this section (Operating Procedures) of these standards must be retained for a minimum of 7 years.
- 1.2 All records pertaining to children in care must be maintained accurately. These records are to be kept up to date and in a safe and secure area that is accessible to the person in charge.
- 1.3 Records must be made available for inspection on request by the licensing authority or an authorised officer who enters the service for the purposes of inspection.
- 1.4 Records will remain confidential to those who have a right to access them.

Information Available to Chief Executive

- 1.5 The details of each child being cared for by the service is to be provided to the Chief Executive when requested.

Admission Register

- 1.6 There must be an admission register which records for each child:
 - a) the child's full name, date of birth, residential address and gender;
 - b) the child's health, including details of allergies and immunisation particulars, or other relevant medical history or detail;
 - c) the full name, residential address and contact telephone number of a parent / guardian;
 - d) the full name, address and telephone number of a person who may be contacted in the case of an emergency concerning the child, if the parent / guardian can not be contacted;
 - e) the full name, address and telephone number of any person authorised to collect the child from the service;
 - f) any care and protection order made under the *Children and Young People Act 2008* or equivalent interstate legislation, and / or any parenting order or registered agreement made under the *Family Law Act 1975*;
 - g) the primary language spoken by the child. If the child has not learnt to speak, the child's parent / guardian's primary language;
 - h) any special requirements notified by a parent / guardian, including for example cultural or religious requirements;
 - i) the needs of a child with a disability or with other additional needs;
 - j) a statement indicating any parental permission for medications to be administered to the child whilst at the service;

- k) a statement indicating any parental permission for emergency medical, hospital and ambulance services or the parent / guardian's chosen alternative (each child enrolled in family day care must have this authority to attend);
- l) the name, address and telephone number of the child's doctor or nearest public hospital;
- m) a statement indicating any permission given by the parent / guardian for the child:
 - i) to be removed from the service for the purpose of participating in an activity organised by the proprietor;
 - ii) to be escorted to or from a place outside the childcare service by a member of staff of the service;
 - iii) to participate in supervised local area walks when planned as part of the program; and
 - iv) if school age, to arrive at or leave the school age care service / family day care home unaccompanied (if applicable).

Daily Attendance Records

- 1.7 There must be accurate attendance records which show for each child in attendance at the service:
 - a) the child's first and surname;
 - b) the date and time of each arrival at the service; and
 - c) the date and time of each departure from the service.
- 1.8 In respect of the attendance records, there must be in place a procedure which ensures that:
 - a) the person who brings the child to the service records the time of arrival of the child in the attendance record, and signs the record;
 - b) the person who receives the child from the service records the time of departure of the child from the service in the attendance record, and signs the record;
 - c) the service director or person authorised by the service director receives the child on arrival;
 - d) when a child leaves the service, the person who receives the child is the child's parent / guardian or a person who is authorised in writing by the child's parent / guardian to receive the child; and
 - e) authorised people are immediately advised of a school age child's absence if the child is expected at the service / family day care home.

Parental Access

- 1.9 A parent / guardian, or other person nominated in writing by the parent / guardian, must have access to their child at all times.
- 1.10 There must be a procedure in place which ensures that the parent / guardian or other authorised person may enter the service at any time and may, at an appointed time, exchange detailed information about their child / ren with the person in charge of the service.

Illness and Notifiable Disease Records

- 1.11 There must be an accurate record of a child's illness including notifiable diseases. The record must document all illnesses and notifiable diseases reported by the child's parent / guardian or which occur whilst the child is attending the service. The record must include the following:
 - a) the child's first and surname and age;
 - b) the date and time the symptoms were noticed;

- c) symptoms, but not a diagnosis, unless identified by a doctor;
- d) any action taken for the well being and comfort of the child whilst at the service;
- e) record of persons notified and by whom;
- f) whether the service was notified by a parent / guardian; and
- g) provision for the parents to sign that they have been advised of the child's illness.

Accident / Injury Records

- 1.12 There must be a record of a child's accident /injury when this occurs while the child is attending the service, which includes:
- a) the child's first and surname and age;
 - b) the date, time and location of the accident / injury;
 - c) circumstances of the accident, if observed;
 - d) nature of any injury sustained;
 - e) names of any witnesses;
 - f) any action taken for the well being and comfort of the child, including the administration of first aid;
 - g) date, name and signature of the person making the report;
 - h) record of persons notified and by whom;
 - i) signature of parent / guardians, to acknowledge that they have been notified of the accident / injury.
 - j) time of the child's departure from the service and the name of the person collecting the child.
- 1.13 If a child has an accident that requires medical intervention or hospitalisation or causes death; or if a child dies from non accidental causes at the service; the licensing authority must be notified no later than the next working day of the fact and the circumstances of the injury or death.
- 1.14 If any of the circumstances outlined in Core Standard 1.13 occur, the service must forward a copy of the report to the licensing authority no later than the next working day.

Register of Accidents / Injuries

- 1.15 The service must maintain a register of accidents / injuries which details:
- a) full name, age or date of birth of the child;
 - b) location and date of the accident or injury; and
 - c) brief description of the circumstances of the accident, and the nature of the injury.

Medication Records

- 1.16 Medication records must be maintained. This includes a record which details:
- a) the first and surname of the child;
 - b) the name of the medication;
 - c) the date / s, time / s and dosage to be administered;
 - d) the time the medication was last administered before the child was placed in care;
 - e) any doctor / pharmacist's instructions relating to its administration and / or storage; and
 - f) the parent / guardian's signature authorising the medication to be administered to the child.
- 1.17 In relation to the administration of medication the following information must be recorded:
- a) the first and surname of the child;

- b) the name of the medication;
 - c) the date and time the dosage was administered;
 - d) the dosage administered as per the doctor / pharmacist's instructions;
 - e) the name and signature of the person who administered the medication; and
 - f) the name and signature of the person who witnessed the administration of the medication (family day care settings are excepted from f).
- 1.18 The service shall maintain a record of any medical condition that impacts on the care of the child and the necessary medication required.

Emergency Procedure Records

- 1.19 Records of emergency procedure practices must be maintained and kept on the premises for a minimum of two years.
- 1.20 Emergency procedure records must include the following information:
- a) date, day of the week and time of emergency procedure completed;
 - b) staff involved in the procedure;
 - c) number of children involved in the procedure;
 - d) time taken to complete the procedure;
 - e) evaluation of, and actions arising from, the practice to inform future planning.

Licence

- 1.21 A copy of the current licence, with attached standards, must be kept on the premises described in the licence.

Philosophy

- 1.22 The service's philosophy must outline the values and beliefs underpinning the service's community. It should include the service's aspirational goals, their educational approach, the rights of children and other service values. The philosophy must inform policy, practice, programming and future planning.

Policies

- 1.23 The service shall implement written policies and / or procedures for each of the following areas:
- a) Emergency Procedures
 - i) emergency procedures for the service;
 - ii) accidents and incidents for both staff and children;
 - iii) death of a child;
 - iv) lost child
 - v) abandoned child; and
 - vi) unauthorised access to the service / children.
 - b) Safety, Health and Hygiene
 - i) medication, including administration of medication in an emergency;
 - ii) infectious diseases, exclusion practices and notification to ACT Health;
 - iii) staff health;
 - iv) alcohol, drugs and smoking;
 - v) occupational health and safety;
 - vi) food and nutrition, including food handling and storage;
 - vii) active play / physical activity;
 - viii) hygiene including infection control, immunisation, hand washing, toy washing and washing of bed linen and handling of bodily fluids and spills;

- ix) rest and safe sleeping practices;
 - x) purchase, maintenance and cleaning of facilities and equipment;
 - xi) hazard identification and maintenance schedule;
 - xii) excursions and transport;
 - xiii) weather / sun protection;
 - xiv) plants, animals and vegetation;
 - xv) hazardous / dangerous materials;
 - xvi) reporting of suspected child abuse, including mandatory reporting;
 - xvii) protective behaviours;
 - xviii) managing threats to the service by persons known and unknown to the service;
 - xix) First aid.
- c) Administration
- i) booking procedures, hours of operation, cancellations, fees including any penalties for late payment or late collection of children;
 - ii) overnight care, including numbers of children and hours of care (family day care only);
 - iii) priority of access, if applicable;
 - iv) delivery and collection of children, including late collection of children detailing procedures to be followed when children are left after the service closes;
 - v) exchange of information with parent / guardians;
 - vi) confidentiality and privacy;
 - vii) parent / guardian access to child / ren;
 - viii) complaints and grievance procedures for parent / guardians, staff and children including the involvement of the licensing authority as a last resort; and
 - ix) parent / guardian and staff participation in the development of the service.
- d) Staffing
- i) recruitment processes including the completion of police records checks;
 - ii) staffing of the service including noncontact and relief staff;
 - iii) supervision of children;
 - iv) staff interactions with children, families and other staff;
 - v) appraisal and performance management of staff;
 - vi) conditions of employment; and
 - vii) staff development and training, including mandatory reporting.
- e) Planning for Children
- i) programming, implementation and evaluation;
 - ii) child participation in planning and evaluation;
 - iii) parent / guardian and staff participation in planning and programming;
 - iv) excursions and incursions;
 - v) cultural relevance of the program;
 - vi) individual developmental needs of the children;
 - vii) child self reliance and self esteem;
 - viii) children with additional needs;
 - ix) guiding children's behaviour; and
 - x) equity and inclusion of diversity.

1.24 The service must ensure that all policies are implemented and practised.

Review of Policies

- 1.25 The service must have procedures in place to review and update policies on a regular basis.

Information for Parent / Guardians

- 1.26 The proprietor must provide information to parent / guardians on:
- a) the current licence to operate the service, which must be prominently displayed at the service or scheme office;
 - b) all licence amendments and temporary standards exemptions, which must be prominently displayed at the service or scheme office;
 - c) the Children and Young People Act 2008 and the current Childcare Services Standards;
 - d) the notice describing the licensing authority, provided by the licensing authority, which must be prominently displayed at the service or scheme office;
 - e) contact details for the Commissioner for Children and Young People, which must be prominently displayed at the service or scheme office;
 - f) the service's philosophy, which must be prominently displayed at the service, or scheme office;
 - g) an indexed copy of the service's policies and procedures including parent / guardian's rights and participation in the operation of the service;
 - h) the role of management / coordination unit staff, their communication with the proprietor, parent / guardians and other people engaged by the proprietor;
 - i) parental responsibility about delivery and collection of children;
 - j) payment of fees, and if registered as a provider, the service provider number;
 - k) times and days of operation (when specified);
 - l) complaints policy and procedures;
 - m) emergency and evacuation procedures;
 - n) injuries, illness and infectious conditions;
 - o) excursions and outings;
 - p) notification of changes of information recorded about a child;
 - q) participation of students and volunteers in the service;
 - r) information regarding policies and procedures for mandatory reporting of suspected child abuse;
 - s) procedures for arrival and departure of children;

Family day care schemes must also provide information to parent / guardians on:

- t) childcare worker, emergency and co-care arrangements.

Information for Staff

- 1.27 The proprietor must ensure that each staff member at a childcare centre has ready access to, and each childcare worker and coordination unit staff member of a family day care scheme is provided with:
- a) a copy of the relevant sections of the Children and Young People Act 2008 and a copy of the current Childcare Service Standards;
 - b) information about the licensing authority, including contact details;
 - c) a list of information that a parent is entitled to receive; and
 - d) other written material relevant to the performance of their duties.

Personnel Management

- 1.28 The service must keep a copy of the following for each staff member:
- a) police record checks (including other adults living in a family day care home);
 - b) first aid level 2 certificates;
 - c) approved qualifications;
 - d) documentation to validate a staff member's progress towards an approved qualification;
 - e) driver's licences, if applicable;
 - f) training certificates including; mandatory reporting and emergency equipment training, if applicable;
 - g) the cultural background of the childcare worker (if provided);

Family day care schemes must also keep a copy of the following for each staff member:

- h) the name address and telephone number of each childcare worker;
- i) details of the assessment process undertaken in relation to the provision of care by the childcare worker;
- j) the names of the children cared for by the childcare worker;
- k) attendance records of children;
- l) arrangements that are to apply in an emergency or that are to apply in situations where co-care is required and the childcare worker is unable to care for the child;
- m) details of any vehicle used for the transportation of children; and
- n) details of any requirements of the proprietor notified in writing to the childcare worker.

General Certificates and Documentation

- 1.29 Childcare centres, and family day care schemes where relevant, must retain compliance certificates and/or documentation to confirm that:
- a) relevant Australian Standards are met for;
 - i) glazing materials and installation;
 - ii) cots;
 - iii) soft fall and outdoor equipment;
 - iv) fencing and gates;
 - v) any other equipment and furniture;
 - b) hot water is tempered; and
 - c) emergency evacuation plans are approved by the ACT Fire Safety Service.

Insurance

- 1.30 The following insurance policies must be kept current in respect of the service and its operation:
- b) worker's compensation;
 - c) public liability; and
 - d) any additional insurance to cover volunteers and parents on roster, where appropriate; and
 - e) other insurance policies as required by law.
- 1.31 The insurance policies and / or current certificates of currency must be made available within a reasonable time if requested by the licensing authority.
- 1.32 The licensing authority must be notified if any of the above insurance lapses for any reason.

Other Laws and Regulations

- 1.33 The service must operate in accordance with Australian Capital Territory and Commonwealth laws and regulations.

Staffing

Fit and Proper Persons

- 1.34 There must be a procedure in place which ensures that all persons employed at, or involved with the children of the service are fit and proper persons.
- 1.35 The Proprietor / Controlling Person must complete a police records check upon employment and every three years for persons working with children at the service. For family day care, this includes co-carers and any adult residing in the house where care is being provided.

Controlling Person

- 1.36 When there is a change in controlling person, the proprietor must ensure that the appointed controlling person is suitable as per the Children and Young People Act 2008.
- 1.37 The licensing authority must be advised of the change of a controlling person within 30 days of the change occurring.

Childcare Worker Competencies

- 1.38 The licensed proprietor must ensure that each childcare worker has an appropriate level of knowledge (or the ability to gain this knowledge) of children's needs and development relevant to their role. This may include, but is not limited to:
- a) the individual differences between children;
 - b) child development;
 - c) activities that stimulate a child's growth and development;
 - d) nutrition, health, hygiene and safety; and
 - e) behaviour guidance.

Supervision

- 1.39 In childcare centres, there must be sufficient primary contact staff deployed throughout the premises to ensure that no child is left without adequate supervision. In family day care settings, the childcare worker must provide effective supervision of children at all times while they are attending family day care.

Staffing Requirements

- 1.40 At least two staff, one of whom must be qualified and nominated to be in charge, are to be present at all times when children are on the premises (family day care settings are excepted).
- 1.41 In childcare centres there must be at least one staff member with a current First Aid Level 2 Certificate on the premises at all times when children are present. For family day care schemes, all childcare workers, and coordination unit staff who have direct contact with children must hold a current First Aid Level 2 Certificate.

Staff : Child Ratios

- 1.42 The following minimum staff : child ratio for primary contact staff must be maintained at all times.

Note: other staff : child ratios may apply for excursions

Centre Based Care:

- a) for children who are under the age of three, a minimum of one staff member for every five (or part thereof) children; and
- b) for children who are three years of age and older, a minimum of one staff member for every eleven children (or part thereof).

School Age Care:

- a) a minimum of one staff member for every eleven (or part thereof) children; and
- b) a minimum of one staff member for every eight (or part thereof) children attending a holiday camp.

Family Day Care:

A maximum of seven children (including the childcare worker's own children) at any one time, four of who are not yet enrolled at and attending primary school.

Playschools:

A minimum of one staff member for every ten (or part thereof) children.

Independent Preschools:

- a) for 1 - 25 children there must be a minimum of one qualified and one unqualified staff member; and
- b) for 26 – 33 children there must be a minimum of:
 - i) one staff member holding a Degree (as described in Core Standard 1.47 or Independent Preschool Specific Standard 1.2); and
 - ii) one staff member holding a Certificate III in Children's Services; and
 - iii) one unqualified staff member.

- 1.43 The service director / coordinator / teacher in charge may be included when calculating staff : child ratios only when it can be demonstrated that they are directly engaged in supervising children. This time may not encroach on the director / coordinator's required noncontact time.

Group Sizes

- 1.44 The maximum group sizes of children are:

Centre Based Care:

- a) 15 children for children aged birth to two years;
- b) 20 children for children aged between two to three years;
- c) 33 children for children aged three to five years; and
- d) For mixed age groups or family grouping, the maximum group size for the youngest child must be adhered to unless otherwise approved in writing by the licensing authority.

School Age Care:

Not specified.

Family Day Care:

As per Core Standard 1.42 (staff : child ratios).

Playschools:

20 children.

Independent Preschools:

33 children.

Junior Staff

- 1.45 Staff aged under 18 years must consist of no more than:
- one third of primary contact staff at Centre Based Care services, Playschools, and Independent Preschools; and
 - half of primary contact staff at School Age Care Services.
- Note: All family day care staff must be at least 18 years of age.*
- 1.46 Junior staff (see definitions) may be included in the staff : child ratios, but only where it can be demonstrated that:
- adequate supervision by senior staff occurs at all times;
 - junior staff have a demonstrated and appropriate skill level; and
 - ongoing training is provided to ensure the junior staff have the necessary skills for working with children.

Staff Qualifications

- 1.47 Positions requiring a qualified person must be filled by an adult who holds one of the following qualifications:
- a Diploma in Community Services (Children's Services) or equivalent;
 - a Bachelor of Early Childhood Education;
 - an equivalent 3 year full time tertiary qualification specialising in early childhood from a university;
 - a recognised overseas equivalent of any of the above qualifications;
- OR
- an adult who:
- has completed the certificate three component of a Diploma qualification as described above or in *school age care specific standard 3.3*, or
 - has completed half a Degree qualification as described above or in *school age care specific standard 3.3*; and
 - demonstrates continuing progress toward completion of the qualification and is approved to work in the position by the licensing authority.

Note: There may be other relevant staff qualifications in the service type specific sections. See School Age Care Specific Standards 3.3 & 3.5, or Independent Preschool Specific Standards 6.1 – 6.3

- 1.48 The qualifications of any staff member must be provided when requested. Documentation which may be requested can include:
- qualifications held by staff in qualified positions; and
 - first aid certificates for staff holding current first aid certificates.

Mandatory Reporting Requirements

- 1.49 Proprietors must ensure that all staff mandated to report suspected child abuse have the appropriate knowledge about their responsibilities under the current ACT legislation.

Staff Health

- 1.50 There must be procedures in place which:
- a) ensure that all childcare workers, and others, observe strict health and hygiene practices, which take into account current community standards and relevant government guidelines, to minimise risks to children;
 - b) encourage children to observe these practices;
 - c) ensure that staff have access to current information provided by relevant government departments;
 - d) ensure that no person who is adversely affected by drugs or alcohol shall supervise or remain in the presence of a child in care;
 - e) ensure that alcohol or drugs (except for those required for legitimate medical reasons) are not consumed on the premises during the hours that the service is operating;
 - f) ensure staff are of good health and free from any medical conditions or dependency on any medication and / or substance that may affect their ability to care for children; and
 - g) ensure staff provide a smoke free environment while children are in care.

Programming and Planning

Planning for Childcare Centres

- 1.51 The proprietor must ensure that the service has a documented program which:
- a) is child centred and reflects the best interests of the child;
 - b) promotes the dignity and rights of each child at all times;
 - c) utilises the service philosophy to guide practice;
 - d) is informed by current theoretical perspectives and approaches;
 - e) includes play as essential, valued and meaningful learning;
 - f) is flexible and suited to the age and abilities of the children in each group;
 - g) is based on the ongoing observation of children;
 - h) recognises and incorporates routine times as part of the child's learning and development;
 - i) is inclusive of the diversity of all families using the service;
 - j) respects children's preferences and involves children in decisions about their participation in experiences;
 - k) caters for the individual needs of all children;
 - l) involves all families wherever possible;
 - m) provides correlated indoor and outdoor experiences;
 - n) is documented to ensure any staff member is able to set up and implement planned experiences;
 - o) ensures staff are available to facilitate the program; and
 - p) is displayed for children and families to access.
- 1.52 Programs shall take into account:
- a) group size and composition;
 - b) expectations of children and their families;
 - c) the weather and physical environment;
 - d) suitable materials, toys and equipment required to support the program; and
 - e) quiet / active times and settings.
- 1.53 Programs must offer children the opportunity to:

- a) build relationships and interactions which are responsive, reciprocal, positive and encouraging;
- b) explore a variety of experiences;
- c) utilise the indoor and outdoor environment each day;
- d) pursue their own interests;
- e) be spontaneous;
- f) freely choose activities, solve problems and have access to learning experiences;
- g) safely explore their spaces and environments;
- h) learn strategies for active exploration, taking risks, thinking and reasoning;
- i) practise autonomy and independence; and
- j) learn and practise life and social skills.

Note: See programming and planning, chapter four: Family Day Care Specific Standards.

Program Evaluations for Childcare Centres

- 1.54 The proprietor must ensure that program evaluations:
- a) occur regularly;
 - b) inform future programming;
 - c) inform staff practices;
 - d) take into account the views, interests and choices of children; and
 - e) are available to parents.

Routines and Rituals

- 1.55 A flexible schedule / arrangement for planned routines and rituals must be evident.

Equipment to Support the Program

- 1.56 There must be adequate equipment to support the program. The equipment must meet the age appropriate needs of the children, and ensure there is flexibility in choice, spontaneity, and variety across the service.

Note: The following standards apply to all childcare services.

Behaviour Guidance Practices

- 1.57 Behaviour guidance practices must:
- a) ensure guidance towards acceptable behaviour, with encouragement freely given;
 - b) respect the values of each child's family;
 - c) guide children to positively understand their emotions; and
 - d) support children to appropriately manage their own behaviour.
- 1.58 Management of inappropriate behaviour must:
- a) maintain the dignity and rights of the child at all times precluding the use of humiliation, threats, intimidation or negative labelling;
 - b) preclude the use of physical, verbal or emotional punishment;
 - c) not deny children access to food, water, sleep, clothing or comfort; and
 - d) not isolate children without supervision.
- 1.59 Children must not be required to wait unoccupied for extended periods.

Communication with Parent / Guardians

- 1.60 Staff will communicate regularly and positively with parent / guardians about their child / ren's development and experiences in care.

Safety, Health and Hygiene

Policies and Procedures

- 1.61 There must be in place written policies and procedures which ensure that:
- staff observe strict health, hygiene and sun protection practices that have regard to current community standards, and are in accordance with relevant government guidelines;
 - a parent or other responsible person is advised of any matter concerning the child's health and wellbeing that comes to the notice of the service director or staff while the child is attending the service;
 - children are encouraged to follow appropriate safety, health and hygiene practices;
 - compliance with health and safety regulations is maintained; and
 - the service follows current guidelines for safe environments and equipment.
- 1.62 The service must have policies and procedures in place, and staff must ensure that children's needs are met in relation to the following areas:
- individual health, including allergies, management of medical conditions, administration of medication and first aid;
 - individual nappy change and toileting;
 - individual clothing and physical comfort; and
 - individual rest and sleep.
- 1.63 There must be a written food policy in place that is consistent with National Food Safety Standards, is available to parent / guardians and outlines the approach to:
- accommodating individual dietary, cultural, religious and health needs;
 - safe preparation handling and storage of food and drinks; and
 - discussing safe food preparation, handling and storage of food with children and their families.

Cleanliness and Maintenance

- 1.64 The service, including the building, grounds, areas utilised by staff and children, furniture, all equipment, toys and furnishings, must be maintained in a thoroughly safe, clean and hygienic condition and in good repair at all times.
- 1.65 All equipment, furniture and toys used by children must meet Australian standards where a standard exists.
- 1.66 The premises and grounds must be kept free of rubbish and any accumulated hazardous materials and every effort made to maintain a vermin free environment.

Safe Environments

- 1.67 Caution shall be exercised when handling hot liquids and food.
- 1.68 Children must not be exposed to hazardous machinery, chemicals, activities or fumes and sprays from potentially dangerous products while the service is operating.
- 1.69 There must be an ongoing hazard identification checklist and maintenance schedule developed and implemented for each childcare centre and family day care playgroup venue.

Fire Safety Requirements

- 1.70 In childcare centres, fire extinguishing appliances must be inspected and tested annually by an approved Fire Protection Company.

- 1.71 For childcare centres, an annual fire safety report must be arranged with an officer of the ACT Fire Brigade. A copy of the fire safety report must be available when requested by the licensing authority.
- 1.72 The proprietor must ensure that all staff know how to use the available emergency equipment.

Smoke Detectors

- 1.73 In addition to requirements of the Building Code of Australia, smoke detectors are required for;
- a) cot rooms and any room where children sleep;
 - b) when a service has sleepovers or holiday camps; and
 - c) as directed by the ACT Fire Brigade.
- 1.74 Smoke detectors are to be fitted in accordance with the ACT Fire Brigade's recommendations and maintained according to the manufacturer's specifications.

Emergency Procedures

- 1.75 There must be a written emergency procedure and a copy of the floor plan for the following in case of a fire or other emergency at the service:
- a) evacuation (detailing an alternate route and assembly point);
 - b) lock down;
 - c) threats to premises and people where children are in care, by persons known and unknown to the service.
- 1.76 There must be processes in place which ensure that:
- a) all staff have a copy of the emergency procedures;
 - b) emergency procedures and floor plans are posted in every room of the service or once in a family day care home;
 - c) all staff have access to written procedures for accessing all emergency services;
 - d) telephone numbers of emergency services are prominently displayed at each telephone;
 - e) a copy of the daily attendance record / s and each child's contact details are taken out of the service during an emergency; and
 - f) emergency procedures are practised a minimum of four times a year in all services.
 - i) For school age services, practices should be conducted four times a year for before and after school care and at least once per holiday period for vacation care programs.
 - ii) In family day care, additional practices should occur when a new child enters care.

Electrical Appliances

- 1.77 All electrical outlets must have a safety switch, or be covered with safety plugs.
- 1.78 All electrical cords, power boards and double adaptors must be in good repair and be out of reach of children or secured.

Dangerous Goods

- 1.79 All cleaning supplies and other toxic or dangerous materials or tools must be stored out of the reach of children and in appropriate containers.

- 1.80 Potentially dangerous products and chemicals must be labelled with the products' Material Safety Data Sheet (MSDS), where available. Potentially dangerous products and chemicals must also be labelled, if not on the MSDS, with the following:
- a) name of the product;
 - b) first aid instructions;
 - c) precautions for use; and
 - d) dilution ratios.

Children's Toys and Equipment

- 1.81 The service will ensure that toys and equipment used by the children are:
- a) safe and developmentally appropriate for the children;
 - b) positioned safely;
 - c) maintained in good order and repair;
 - d) are cleaned regularly, especially after they have been mouthed or handled in an unhygienic manner; and
 - e) meet Australian Standards where a standard exists.

First Aid Kit

- 1.82 There must be a fully equipped and approved first aid kit on the premises that is:
- a) inaccessible to children;
 - b) labelled;
 - c) readily available to staff;
 - d) checked regularly; and
 - e) kept up to date.
- 1.83 Available first aid equipment must also include:
- a) an emergency blanket- "space blanket" or woollen blanket;
 - b) at least one cold pack (appropriately stored); and
 - c) a face shield for resuscitation purposes.

Infectious Conditions

- 1.84 There must be:
- a) a policy which outlines exclusion and notification practices in line with ACT Health requirements or recommendations for children who have an infectious condition or who have been exposed to an infectious condition. This policy must cover all staff at a service and members of the family day care home; and
 - b) a procedure which ensures that parents of children enrolled at the service are advised of the occurrence of an infectious condition in a manner that is not prejudicial to the rights of any child or staff member.
- 1.85 A current *Exclusion Periods for Infectious Conditions* poster and / or brochure must be available. In childcare centres the poster must be prominently displayed, and in family day care homes the poster or brochure must be available when signing children in and out.

Illness and Accidents

- 1.86 If a child has an accident or becomes ill whilst attending the service:
- a) the child must be kept under adult supervision until he / she recovers, or parent / guardians or an emergency contact takes charge of the child;
 - b) all reasonable attempts must be made to contact and notify the parent / guardian of the accident or illness;

- c) every attempt must be made to secure the consent of the parent / guardian to any immediate medical aid;
- d) where the parent / guardian's prior consent to emergency medication is not available, every attempt must be made to secure the consent of a registered medical practitioner;
- e) if ambulance attention, transport or medical attention is provided, a parent / guardian must be notified; and
- f) an illness or accident record must be completed and reported to families on the same day.

Incidents

- 1.87 If a significant incident occurs that affects the provision of care or the wellbeing of children (excluding illness and accidents):
- a) the parent / guardian or emergency contact must be notified on the same day;
 - b) an incident form must be completed and signed the same day; and
 - c) the licensing authority must be notified no later than the next working day.

Medication

- 1.88 Medicines stored at the service must be;
- a) in original, labelled containers; and
 - b) stored according to manufacturer's instructions in a labelled, lockable container.
- 1.89 Medications must only be administered to a child;
- a) on the written authorisation of the parent / guardian and / or doctor / authorised health professional and administered in accordance with the written instructions; and
 - b) from its original packaging. In the case of prescription medication this should only be administered to the child for whom it has been prescribed from a container bearing the child's name and with a current use by date.
- 1.90 Parent / guardians or an emergency contact must be notified, the same day, of any first aid treatment or medication administered to a child.

Food / Nourishment

- 1.91 Food provided for the children must;
- a) be nutritious;
 - b) be adequate in quantity;
 - c) be varied;
 - d) be offered at regular intervals;
 - e) be stored, prepared and presented in a hygienic manner;
 - f) be developmentally and culturally appropriate; and
 - g) meet individual health needs with regards to intolerances and allergies.
- 1.92 In services where food is provided, a menu outlining all daily food provision for the children must be displayed where parents are able to read it.
- 1.93 Staff who prepare or supervise food handling must have skills and knowledge of current food safety and hygiene practices.
- 1.94 Drinking water must be readily available to all children.
- 1.95 The service must provide equipment for eating including crockery, cutlery and furniture that is safe and appropriate for children.

- 1.96 Childcare centre premises must be registered with ACT Health Protection Service (Food Business Licence), and have their licence prominently displayed.

Sleeping Equipment

- 1.97 Children must not share the same bed or linen without prior washing of the linen.
- 1.98 Sleeping apparatus must be stored in a hygienic way.
- 1.99 When in use, sleeping apparatus must be arranged so that there is easy access to each child, and that ease of exit from the room is maintained.
- 1.100 The service must ensure that bedding is washed at the following times;
- between uses by different children; and
 - after soiling; and
 - when used by an ill child or a child who has become ill at the service; and
 - at least once a week if used by the same child for the week.

Transportation

- 1.101 Children travelling by private or hired vehicle / s must have the written consent of a parent / guardian.
- 1.102 When children are transported whilst in care, there must be contingency plans in place in case of a vehicle breakdown and/or accident.
- 1.103 When children in care are transported by vehicle, the vehicle must be:
- roadworthy;
 - properly registered for the maximum number of passengers;
 - third party insured; and
 - driven by a person holding an appropriate drivers licence for the class of vehicle being used.
- 1.104 Children must be transported safely by:
- following the driver / hirer's instructions when using a bus;
 - using a child restraint appropriate to current ACT laws, and the child's weight and size;
 - using a restraint that is legal, safe and meets Australian Standards;
 - using a restraint that has been fitted and is suitable to the vehicle;
 - complying with the Australian road rules when transporting children in motor vehicles;
 - inspecting anchorage points and restraints annually by an authorised fitting station or equivalent authority; and
 - ensuring that no child is left in a car without an authorised adult's supervision.

Animals

- 1.105 Any animal kept on or about the premises must;
- not constitute a health or safety risk to children;
 - be maintained in a clean and healthy condition and must not be a source of infection, allergy or which in any way may be detrimental to the wellbeing of the children; and
 - be made inaccessible to children unless under the direct supervision of staff.
- 1.106 All animal food and water containers must be inaccessible to children and kept in a separate area from the children's regular play area.

Plants

1.107 All plants in the grounds and service must be;

- a) safe;
- b) non toxic;
- c) low irritant; and
- d) not dangerous to humans

1.108 Any poisonous vegetation found on the premises must be identified and made inaccessible to children.

Chapter 2: Centre Based Care Specific Standards

All centre based care services must comply with the centre based care specific standards in addition to the core standards.

Staffing

Qualified staff

2.1 One in every two primary contact staff must be qualified.

2.2 There must be a designated qualified team leader for each group of children.

Short Term Replacement of Absent Qualified Staff

2.3 If a qualified staff member is absent from the service for leave:

- a) the service may nominate an unqualified staff member (as per *Centre Based Care Specific Standard 2.4*) to work in the qualified position for up to two weeks (10 consecutive working days);
- b) the service must notify the licensing authority prior to the appointment of an unqualified person to a qualified position; and
- c) this standard may only apply if *Core Standards 1.40 and 1.41* are complied with.

2.4 The service must be able to demonstrate to the licensing authority that the unqualified staff person;

- a) meets the requirements of *Core Standard 1.38*; and
- b) has demonstrated their capability of performing the professional duties of the proposed position.

Short Term Replacement after Resignation of Qualified Staff

2.5 If a qualified staff member resigns from the service:

- a) the service may nominate an unqualified staff member (as per *Centre Based Care Specific Standard 2.4*) to work in the qualified position for up to four weeks (20 consecutive working days) whilst recruitment of a suitably qualified person is undertaken;
- b) the service must notify the licensing authority prior to the appointment of an unqualified person to a qualified position; and
- c) this standard may only apply if *Core Standards 1.40 and 1.41* are complied with.

Long Term Replacement of Qualified Staff

2.6 If a qualified staff member is absent from the service for more than two weeks, other than for *Centre Based Care Specific Standard 2.5*, the service must fill the position with another suitably qualified person.

- 2.7 If the service is unable to fill a qualified position with a qualified staff member they must notify the licensing authority of the action taken to fill the position and a Temporary Standards Exemption must be sought.

Service Director

- 2.8 The service Director must be employed for a minimum number of non contact hours per week. Where a service is licensed for;
- less than 40 places, the director must have 20 hours non contact time per week; or
 - 40 to 90 places, the proprietor will employ a full time director; or
 - above 90 places, the proprietor will employ a full time director and provide full time administrative support.

Director's Qualifications

- 2.9 The Director's position must be filled by an adult who has completed a qualification described in *Core Standard 1.47*; or
- a Graduate Certificate in Childcare Management;
 - an Advanced Diploma in Community Services (Children's Services); or
 - a recognised overseas equivalent for any of the above qualifications.

Replacement of Absent Service Director

- 2.10 There must be a qualified person (as per *Core Standard 1.47*) on the premises nominated as the person in charge of the service when the Director is absent from the service.
- 2.11 During any absence of the service director longer than three consecutive working days, the proprietor must appoint a suitably qualified person (as per *Centre Based Specific Standard 2.9*) to fill the position.
- 2.12 If the absence of the service director continues for longer than one week (five consecutive working days), the proprietor must notify the licensing authority of the appointment of an alternative, suitably qualified (as per *Centre Based Care Specific Standard 2.9*) service director.

Staff Undertaking Cleaning Tasks

- 2.13 If undertaking cleaning tasks, primary contact staff can be included in the staff : child ratio, only if cleaning for the immediate comfort and safety of the children and does not compromise the supervision of the children.

Safety, Health and Hygiene

- 2.14 The service must be routinely cleaned at least once each day the service operates, and when visibly soiled.

Building and Physical Environment

- 2.15 Where existing services are unable to meet any *building* standards in this section (e.g. a hand basin in each play room), an approved plan to mitigate the associated risk must be in place. Should existing services renovate or extend their buildings or grounds, services shall meet the requirements of this section.

Indoor Play Areas

- 2.16 A separate play area must be provided for each designated group of children at the centre.

- 2.17 Play areas must be separated by sound-reducing partitions or by location in separate rooms.
- 2.18 Each child must have:
- a) access to a minimum of 3.25m² unencumbered floor space in play areas; and
 - b) additional space for cots which includes an area of at least 30cm of unencumbered space around each available side of each cot.
- 2.19 The design of the service and the arrangement of furniture must permit supervision of all areas.
- 2.20 There must be convenient access from indoor play areas to toilets and hand basins.
- 2.21 There must be convenient access to outdoor play areas.
- 2.22 The sides of any internal stairway, ramp, corridor, hallway or balcony must be enclosed.

Administration Space

- 2.23 There must be access to adequate space for private consultations and administration.
- 2.24 There must be access to adequate space for staff to undertake programming and planning.
- 2.25 There must be ready access to adequate space for the respite of staff.

Furniture and Fittings

- 2.26 There must be adequate furniture and fittings to meet the needs of the program, taking into consideration the number of licensed places.
- 2.27 Furniture and fittings must be suitable for children.
- 2.28 All furniture and fittings must be maintained in a safe and clean condition at all times.

Entrances

- 2.29 Entrances to the Centre must be sufficiently secure to:
- a) prevent exit by unaccompanied children; and
 - b) prevent unauthorised people gaining easy entrance.

Storage

- 2.30 There must be adequate storage for dangerous materials that is secure and inaccessible to children.
- 2.31 There must be adequate storage facilities for program materials and indoor play equipment.
- 2.32 Children must have:
- a) adequate storage space for their personal belongings; and
 - b) convenient access to their personal belongings which is appropriate to age and ability.
- 2.33 There must be space for the hygienic storage of bedding.

Bedding

- 2.34 There must be:
- a) for children under two years of age, a minimum of one cot or other age and ability appropriate sleeping apparatus for every place;

- b) for children two years and older, a minimum of one bed or mattress for every two places; and
- c) individual bed linen and blankets for each child.

Nappy Change Facilities

- 2.35 There must be immediately adjacent to the babies and / or toddlers rooms:
- a) at least one change bench or mat with an impervious washable top for every ten (or part thereof) children under three years of age;
 - b) a sink trough type bath with hot and cold running water AND a hand basin with hot and cold running water in or immediately adjacent to any nappy change area,
- OR
- a sink trough type bath with hot and cold running water and with “non-contact” or “elbow” taps;
 - c) a hygienically appropriate nappy disposal unit or hygienically appropriate nappy disposal process; and
 - d) a rubbish bin for paper towels separate to nappy disposal bins.
- 2.36 The position of the nappy change facility must ensure a staff member changing a nappy can maintain visual supervision of the playroom.

Toilets and Hand Basins

- 2.37 There must be for every fifteen (or part thereof) children:
- a) at least one junior toilet, or an adult toilet with a firm, stable step and junior seat; and
 - b) at least one hand basin with temperature controlled warm water, a firm stable step or that is at a height that enables reasonable child access.
- 2.38 There must be hygienic adult hand washing facilities in each playroom and children’s bathroom.
- 2.39 There must be individual hand wiping facilities for children and staff.
- 2.40 There must be liquid soap for hand washing.

Food Preparation Facilities

- 2.41 There must be the following food preparation facilities:
- a) a stove / microwave;
 - b) hot water supply;
 - c) refrigerator;
 - d) dishwasher or procedures to adequately sanitise dishes;
 - e) a double bowl sink with hot and cold running water; and
 - f) a hand basin with hot and cold running water.
- 2.42 Where the kitchen is not directly accessible to the babies’ room, a kitchenette / bench with the following facilities is required:
- a) refrigerator;
 - b) equipment for heating bottles;
 - c) a double bowl sink with hot and cold running water;
 - d) if dishes are to be washed at the kitchenette / bench; a dishwasher or procedures to adequately sanitise dishes; and
 - e) if dishes are to be washed in the sink in the kitchenette, a separate adult hand basin is required.

- 2.43 In centres preparing main meals, there must be full kitchen facilities which meet the requirements of building and health regulations.
- 2.44 A kitchen or kitchenette area in a childcare centre must only be used for the preparation and storage of food and nontoxic play materials, and associated activities.

Laundry Facilities

- 2.45 There must be laundry arrangements either on the premises or through another facility.
- 2.46 Laundry facilities must comply with the Building Code of Australia, and include:
- a) a deep washtub;
 - b) hot and cold running water; and
 - c) space in the same room for a washing machine.
- 2.47 There must be sanitary facilities for the storage of bibs and face washers, soiled clothing, linen and nappies pending their laundering or disposal.

Heating and Cooling

- 2.48 There must be adequate and suitable cooling and heating to each room used by children.
- 2.49 All heating and cooling units must be inaccessible to children, or adequately guarded to prevent accidental contact with hot surfaces or moving parts and the emission of sparks or flames.
- 2.50 All equipment controls must be inaccessible to children.
- 2.51 Fans in children's rooms must be inaccessible to children.
- 2.52 There must be adequate ventilation in each room used by children.

Telephone

- 2.53 There must be one telephone in working order in each play room,
OR
a cordless telephone for every two play rooms, that is readily accessible to staff.

Natural Light

- 2.54 There must be natural lighting in children's playrooms. This must be calculated including the following:
- a) windows providing natural lighting have an aggregate light transmitting area (measured excluding frames, glazing bars or other obstructions) of not less than 10% of the floor area of that room;
 - b) windows providing natural light are open to the sky or face a court or other open space to the sky or an open veranda, carport or other similar structure; and
 - c) the sills of at least 50% of the required windows are located not more than 500 millimetres above floor level.

Glass

- 2.55 Any glazed area accessible to children must be safety glazed in compliance with the relevant Australian Standard.
- 2.56 The quality and installation of the glass must be in compliance with the Building Code of Australia.

Waste Disposal

- 2.57 There must be an outside sealable garbage disposal unit or bin suitable for the size of the service.
- 2.58 Outside garbage bins must be located in an area that is inaccessible to children.

Outdoor Play Space

- 2.59 There must be a minimum of 7m² of unencumbered outdoor play space per child.
- 2.60 Outdoor play space must:
 - a) enable ease of supervision;
 - b) be designed with a variety of area surfaces;
 - c) have appropriate softfall material installed; and
 - d) be maintained in a safe condition at all times.
- 2.61 The outdoor play space must be adequately drained to prevent water standing for any length of time.
- 2.62 There must be convenient access from the outdoor play space to the toilets, hand basins and drinking water.

Fencing

- 2.63 There must be fencing to the perimeter of all outdoor play spaces at least 1200mm high.
- 2.64 Where the premises are adjacent to any hazard, the perimeter fence must be at least 1500mm high.
- 2.65 Fences must be designed to prevent children from climbing over or crawling under them.
- 2.66 Fencing must be designed to ensure children can view outside through at least 25% of the perimeter fence unless otherwise approved in writing by the licensing authority.
- 2.67 Gates must be at least the same height as the fence, and equipped with child-proof, self-catching mechanisms.
- 2.68 The sides of any external stairway, ramp, or balcony must be enclosed.

Shade

- 2.69 Adequate shade areas must be provided in the outdoor play space.

Outdoor Play Equipment

- 2.70 There must be a range of age and ability appropriate outdoor play equipment that maximises challenge and variety within safe parameters.
- 2.71 All outdoor equipment must be in compliance with Australian Standards as well as any ACT Standards for external equipment.
- 2.72 The equipment in the outdoor play space must not constitute a hazard to children. Hazards can include but are not limited to:
 - a) the lack of adequate soft surface under and around the equipment;
 - b) the height from which a child may fall;
 - c) the likelihood that a child may be trapped, pinched, or crushed in the equipment;
 - d) the likelihood that a child may be struck by the equipment;
 - e) sharp or rough edges or projections; and

- f) damage by rust or corrosion or other deterioration.

Sandpits

- 2.73 Sandpits must be:
- a) securely covered when not in use utilising a fitted cover which allows ventilation; and
 - b) maintained in a clean and safe condition at all times.

Water Safety

- 2.74 Any permanent pool must be enclosed by fencing which meets the relevant Australian Standards.
- 2.75 Wading pools or water courses must be emptied after use.
- 2.76 Wading pools or portable water courses must be stored in such a way that prevents the collection of water.
- 2.77 Water hazards including play equipment such as wading and paddling pools shall only be used if:
- a) staff provide direct supervision whilst children have access to the area;
 - b) the equipment is age appropriate and presents no danger to the children; and
 - c) the equipment is emptied after each use and stored appropriately to prevent the collection of water.

Outdoor storage

- 2.78 There must be a lockable secure outdoor shed to ensure sufficient, secure and safe storage of play equipment.
- 2.79 There must be adequate storage for materials used for the maintenance of the outdoor area that is secure and inaccessible to children.

Excursions

- 2.80 The service shall have a policy / procedure in place to identify, assess and manage any hazards / risks associated with an excursion. Evidence of this occurring for each excursion undertaken must be available to the licensing authority upon request.
- 2.81 The service must have a written policy and procedure in the event of a vehicle breakdown or accident.
- 2.82 A record of excursions must include the following details:
- a) the child's name;
 - b) the date of the excursion;
 - c) the times of departure and return to the service;
 - d) the proposed destination;
 - e) the planned activity;
 - f) the method of transport, including information about safety restraints;
 - g) the names / number of staff to accompany the children; and
 - h) contingency plans for inclement weather and transport accident or breakdown.
- 2.83 Parent / guardians must be given at least one working day's notice of planned excursions. All children attending the excursion must have written consent to attend from their parent / guardian. Parent / guardians must be provided with enough information about the excursion to provide informed consent.

Staff : Child Ratios for Excursions

- 2.84 The minimum staff : child ratio for excursions is:
- the usual ratio of qualified staff to children must be maintained;
 - one adult for each multiple (or part thereof) of four children when the excursion involves the use of transport or the crossing of major roads;
 - the usual staff : child ratio if the excursion does not involve transport or crossing of major roads.
 - at least one staff member with a current First Aid Level 2 certificate;
 - where children with additional needs are attending, there must be sufficient staff over the staff : child ratio to ensure the safety and wellbeing of the individual and the group as a whole; and
 - sufficient primary contact staff, which may include volunteers, to ensure that no child is left without adequate supervision.
- 2.85 Where the excursion involves significantly hazardous venues, the minimum staff : ratio is:
- one adult for each two children over three years of age;
 - one adult for each child under three years of age; and
 - the person in charge of the excursion must have a current First Aid Level 2 certificate, and the knowledge and ability to implement safety procedures.
- 2.86 For any excursion there must be:
- a first aid kit suitable for the excursion;
 - a list of all children and adults participating in the excursion;
 - emergency information for each child, including information regarding children's allergies and medical conditions and contact numbers for family members and emergency services; and
 - a mobile phone or means of communication with the service and emergency services.
- 2.87 A list of children attending the excursion must be left at the centre.
- 2.88 All excursions / care provided for children outside the service's usual operating hours must be approved by the licensing authority prior to permission being sought from parent / guardians.

Sleepovers

- 2.89 Services planning sleepovers must notify:
- the local fire brigade;
 - the local police station; and
 - their insurance company.
- 2.90 Staff : child ratios must be maintained throughout the sleepover with a minimum of one staff member remaining awake with each group of children at all times.

Chapter 3: School Age Care Specific Standards

All school age care services must comply with the school age care specific standards in addition to the core standards.

Staffing

- 3.1 The proprietor must provide non contact time each week for service coordinators / directors for administrative and programming duties.

Qualified Staff

- 3.2 The service must employ a minimum of one qualified staff member for every thirty three (or part thereof) children.

Qualifications for the First Qualified Person

- 3.3 Positions requiring a qualified person must be filled with an adult holding one of the following qualifications:

Note: These qualifications are in addition to those specified in Core Standard 1.47.

- a) a degree or diploma in education;
 - b) a Diploma of Children's Services (Out of School Hours Care) or equivalent;
 - c) a Diploma of Youth Work;
 - d) a person who has completed the third year of a Bachelor of Education and who is eligible for an internship with the ACT Department of Education;
 - e) a Diploma of Leisure and Health;
 - f) a Graduate Certificate in Childcare Management;
 - g) an Advanced Diploma of Children's Services; or
 - h) recognised overseas equivalent of any of the above qualifications.
- 3.4 The position of the service or camp director / coordinator must be filled by an adult who has attained the age of 21 years, and who holds one of the qualifications listed above in *School Age Care Specific Standard 3.3*.

Qualifications for Second and Subsequent Qualified Persons at the Service

- 3.5 Persons working in second and subsequent qualified positions at the service must be filled with an adult holding one of the following criteria:

- a) any qualification detailed in *Core Standard 1.47* or *School Age Care Specific Standard 3.3*;
- b) studying towards a diploma or degree in a relevant field and has two years experience working in school age care;
- c) holds a Certificate IV in one of the following courses;
 - i) Children Services;
 - ii) Out of school hours care;
 - iii) Lifestyle and leisure; or
- d) recognised overseas equivalent of the above qualifications.

- 3.6 Persons working in second and subsequent qualified positions at the service must also have a current first aid certificate, or be enrolled to undertake training in the first three months of employment.

Replacement of Absent Service Director / Coordinator

- 3.7 There must be a qualified person on the premises nominated as the person in charge of the service when the service director / coordinator is absent from the service.

- 3.8 During any absence of the service director / coordinator longer than three consecutive working days, a properly qualified person must be employed to fill the position.
- 3.9 If the absence of the service director / coordinator continues for longer than one week (five consecutive working days), the proprietor must notify the licensing authority of the appointment of an alternative, properly qualified replacement.

Short Term Replacement of Absent Qualified Staff

- 3.10 If a qualified staff member is absent from the service for leave:
- the service may nominate an unqualified staff member (as per *School Age Care Specific Standard 3.11*) to work in the qualified position for up to two weeks (10 consecutive working days);
 - the service must notify the licensing authority prior to the appointment of an unqualified person to a qualified position; and
 - this standard may only apply if *Core Standards 1.40 and 1.41* are complied with.
- 3.11 The service must be able to demonstrate to licensing authority that the unqualified staff person;
- meets the requirements of *Core Standard 1.38*;
 - has demonstrated their capability of performing the professional duties of the proposed position.

Short Term Replacement After Resignation of Qualified Staff

- 3.12 If a qualified staff member resigns from the service:
- the service may nominate an unqualified staff member (as per *School Age Care Specific Standard 3.11*) to work in the qualified position for up to four weeks (20 consecutive working days) whilst recruitment of a suitably qualified person is undertaken; and
 - the service must notify the licensing authority prior to the appointment of an unqualified person to a qualified position
 - this standard may only apply if *Core Standards 1.40 and 1.41* are complied with.

Long Term Replacement of Qualified Staff

- 3.13 If a qualified staff member is absent from the service for more than two weeks, other than for *School Age Care Specific Standard 3.12*, the service must fill the position with another properly qualified person.
- 3.14 If the service is unable to fill a qualified position with a qualified staff member they must notify the licensing authority of the action taken to fill the position and a Temporary Standards Exemption must be sought.

Building and Physical Environment

- 3.15 Where existing services are unable to meet any building standards in this section (e.g. separate hand washing facilities in the kitchen), an approved plan to mitigate the associated risk must be in place. Should existing services renovate or extend their buildings or grounds, services shall meet the requirements of this section.

Indoor Play Areas

- 3.16 Each child must have access to a minimum of 3.25m² unencumbered floor space in play areas.
- 3.17 There must be convenient access from indoor play areas to toilets and hand basins.

3.18 There must be convenient access to outdoor play areas.

Furniture and Fittings

3.19 There must be adequate furniture and fittings to meet the needs of the program, taking into consideration the number of licensed places.

3.20 Furniture and fittings must be suitable for children.

3.21 All furniture and fittings must be maintained in a safe and clean condition at all times.

Storage

3.22 There must be adequate storage for dangerous materials that is secure and inaccessible to children.

3.23 There must be storage facilities for program materials, including indoor and outdoor play equipment.

3.24 There must be adequate storage for children's personal belongings. Storage of these items must:

- a) be available to children;
- b) not encroach on the available activity area; and
- c) not cause a safety hazard.

Toileting and Hand Washing

3.25 There must be at least one toilet for every fifteen (or part thereof) children.

3.26 There must be separate toilets for boys and girls.

3.27 There must be at least one hand basin and tap with temperature controlled water, or trough and spray tap with temperature controlled water for every thirty (or part thereof) children.

3.28 There must be liquid soap for hand washing.

3.29 There must be individual hand wiping facilities for children and staff.

3.30 When there are children in attendance who require nappy changing facilities:

- a) there must be an appropriately sized change mat with an impervious washable top; and
- b) sanitary facilities for the storage of soiled nappies, clothes or linen pending their laundering or return to parents.

Food Preparation Facilities

3.31 There must be the following food preparation facilities:

- a) a stove / microwave;
- b) a sink;
- c) separate adult hand washing facilities;
- d) a refrigerator;
- e) a dishwasher or processes to adequately sanitise dishes; and
- f) hot and cold running water.

Heating and Cooling

3.32 There must be adequate and suitable heating, cooling and ventilation to each room used by the children.

- 3.33 All heating and cooling units must be adequately guarded to prevent accidental contact with hot surfaces or moving parts and the emission of sparks or flames.

Telephone

- 3.34 There must be at least one telephone in working order readily accessible to staff. Where this is a mobile telephone, the phone must be switched on at all times.

Glass

- 3.35 Any glazed area accessible to children must be safety glazed in compliance with the relevant Australian Standard, and the quality and installation of the glass must be in compliance with the Building Code of Australia.

Waste Disposal

- 3.36 There must be suitable garbage bins with lids for indoor use.
- 3.37 There must be an outside sealable garbage disposal unit or bin that is suitable for the size of the service.

Outdoor Play Space

- 3.38 There must be a minimum of 12m² of unencumbered outdoor play space per child.
- 3.39 The outdoor play space must:
- enable ease of supervision;
 - be designed with a variety of areas and surfaces;
 - have appropriate soffall material installed; and
 - be maintained in a safe condition at all times.
- 3.40 The outdoor play space must be adequately drained to prevent water standing for any length of time.
- 3.41 There must be convenient access from the outdoor play space to the toilets and hand basins.

Shade

- 3.42 Adequate shade areas must be provided in the outdoor area.

Outdoor Play Equipment

- 3.43 There must be a range of age and ability appropriate outdoor play equipment that maximizes challenge and variety within safe parameters.
- 3.44 All outdoor equipment used must be in compliance with Australian Standards as well as any ACT Standards for external equipment.
- 3.45 The equipment in the outdoor play space must not constitute a hazard to children. Hazards can include but are not limited to:
- the lack of adequate soft surface under and around the equipment;
 - the height from which a child may fall;
 - the likelihood that a child may be trapped, pinched, or crushed in the equipment;
 - the likelihood that a child may be struck by the equipment;
 - sharp or rough edges or projections; or
 - damage by rust or corrosion or other deterioration.

Sandpits

- 3.46 Sandpits must be maintained in a clean and safe condition at all times.

Water Safety

- 3.47 Any permanent pool must be enclosed by appropriate fencing which meets the relevant Australian Standards.
- 3.48 Any pool filters must be inaccessible to children.
- 3.49 Wading pools or watercourses must be emptied after use.
- 3.50 Wading pools and portable water courses must be stored in such a way that prevents the collection of water.
- 3.51 Water hazards including play equipment such as wading and paddling pools shall only be used if:
 - a) staff provide direct supervision whilst children have access to the area;
 - b) the equipment is age appropriate and presents no danger to the children; and
 - c) the equipment is emptied after each use and stored appropriately to prevent the collection of water.

Excursions

- 3.52 The service shall have a policy / procedure in place to identify, assess and manage any hazards / risks associated with an excursion. Evidence of this occurring for each excursion undertaken must be available to the licensing authority upon request.
- 3.53 The service must have a written policy and procedure in the event of a vehicle breakdown or accident.
- 3.54 A record of excursions must include the following details:
 - a) the child's name;
 - b) the date of the excursion;
 - c) the times of departure and return to the service;
 - d) the proposed destination;
 - e) the planned activity;
 - f) the method of transport, including information about safety restraints;
 - g) the names / number of staff to accompany the children; and
 - h) contingency plans for inclement weather and transport accident or breakdown.
- 3.55 Parent / guardians must be given at least one working day's notice of planned excursions. All children attending the excursion must have written consent to attend from their parent / guardian. Parent / guardians must be provided with enough information about the excursion to provide informed consent.

Supervision for Excursions

- 3.56 There must be a minimum of two staff on excursions at all times.
- 3.57 There must be at least one employed staff member on the excursion with a current First Aid Level 2 certificate. Where groups separate, or when some children remain at the usual venue, there must be a person with a first aid certificate with each group.
- 3.58 There must be sufficient staff on an excursion to ensure that no child is left without adequate supervision.
- 3.59 The majority of staff accompanying the children on any excursion must be adults and employees of the school age care service.

Staff : Child Ratios for Excursions

- 3.60 The minimum staff : child ratio required for excursions is:
- one staff for each multiple (or part thereof) of eight children; or
 - one staff for every multiple (or part thereof) of five children when the excursion activity involves swimming at any venue, canoeing, sailing or any other water-based sport.
- 3.61 Where children with additional needs are participating in an excursion:
- there must be sufficient staff over the minimum staff : child ratio available to ensure the safety and well being of both the individuals and the group as a whole; and
 - the staffing levels must reflect the amount of additional support needed by the children to ensure that no child is left without adequate supervision.
- 3.62 For any excursion there must be;
- a first aid kit suitable for the excursion;
 - a list of all children and adults participating in the excursion;
 - emergency information for each child, including information regarding children's allergies and medical conditions and contact numbers for family members and emergency services; and
 - a mobile phone or means of communication with the service and emergency services.
- 3.63 When the excursion is an optional one, and some of the group remain at the premises used by the service, a list of children attending the excursion must be left at the service.
- 3.64 Where the excursion involves an activity that may include potential safety hazards / risks for children:
- the service must consider the appropriate age and ability levels for attendance as part of their hazard / risk identification, assessment and management plan (see School Age Care Specific Standard 3.52);
 - the service must provide and ensure the correct usage of safety equipment specific to that activity and each child's age, size and ability; and
 - where a potential safety hazard / risk is assessed as significant, preapproval of the activity must be sought from the licensing authority.
- 3.65 All children participating in water based activities (except for swimming) must:
- be over eight years of age;
 - be able to swim at least 50 metres unaided; and
 - wear an Australian Standards approved life jacket at all times; and
 - provide a statement from a parent / guardian, swimming coach, or other person with the appropriate knowledge, confirming the ability of the child to swim 50 metres unaided.
- 3.66 When an excursion involves swimming at rivers, lakes, dams or pools where there are no pool attendants, or any other water based sports, there must be:
- at least one staff member with a Bronze Medallion for each multiple (or part thereof) of ten children; and
 - at least one staff member with a current Level 2 First Aid certificate for each multiple (or part thereof) of ten children.
- 3.67 All excursions / care provided for children outside the service's usual operating hours must be approved by the licensing authority prior to permission being sought from parent / guardians.

Sleepovers

- 3.68 Services planning sleepovers must notify:
- the school principal (where applicable);
 - the local fire brigade;
 - the local police station; and
 - their insurance company.
- 3.69 During sleepovers, beds / mattresses must be arranged so that there is easy access to each child, and that ease of exit from the room is maintained.
- 3.70 When excursions / sleepovers are for more than one night, all standards for holiday camps apply.

Holiday Camps

Staffing

Staff : Child Ratios

- 3.71 The following minimum staff : child ratio for primary contact staff must be maintained at all times:
- one staff member for each eight (or part thereof) children;
 - at least two adult staff (one of whom must be a qualified person) present at the site at all times;
 - at least two staff members with a current First Aid Level 2 Certificate present on the site at all times;
 - the majority of staff must be adults; and
 - the majority of staff must be employed staff.

Staff : Child Ratios When Children Sleeping

- 3.72 When children are asleep there must be at least one staff member for each ten (or part thereof) children.

Additional Staffing Requirements

- 3.73 When meals are prepared at the camp, additional staff are required above the usual staff : child ratio.
- 3.74 There must be appropriate staff communication procedures in place to ensure that no child is left without adequate supervision.

Replacement of Absent Camp Director / Coordinator

- 3.75 During any absence of the camp director / coordinator from the premises during periods of operation of the camp, an acting director / coordinator must be appointed.
- 3.76 If the director / coordinator's absence from the camp is less than twelve hours, an existing camp employee on site may act as the director / coordinator.
- 3.77 If the director / coordinator's absence is longer than twelve hours, a person qualified as per school age care specific standard 3.3, must be employed to fill the position.

Planning

- 3.78 There must be a written plan detailing the holiday camp activities available to the licensing authority, parent / guardians, staff and children.

Parental Permission for Significantly Hazardous Activities

- 3.79 There must be a procedure in place which ensures that no child participates in a significantly hazardous activity without written parental permission.

Safety, Health and Hygiene

Cleanliness and Maintenance

- 3.80 The buildings and grounds must be kept free of potential dangers, or have plans in place to mitigate the risk of potential dangers.

Food

- 3.81 Food prepared for the children must be nutritious, adequate in quantity, varied and offered at frequent intervals.
- 3.82 A menu outlining the daily food provision for the children must be displayed where it can be read.

Emergency Procedures

- 3.83 There must be an emergency plan which recognises the potential problems of the camp environment.
- 3.84 Emergency procedure practices must be held at the commencement of each camp and when another child or staff member, or group of children join an existing camp.

First Aid Kit

- 3.85 A first aid kit appropriate for the location and size of the camp must be at the camp location.

Facilities

Food Preparation

- 3.86 There must be adequate food preparation facilities, including:
- cooking facilities;
 - water supply;
 - refrigeration or facilities to store food appropriately;
 - washing up facilities; and
 - hand washing facilities separate to washing up facilities.

Bathrooms and Toilets

- 3.87 There must be facilities to meet the hygiene needs of those in attendance, including toilet facilities.

Laundry Facilities

- 3.88 There must be laundry facilities which adequately meet the requirements of the number of those in attendance at the camp.

Sleeping Requirements

- 3.89 There must be a separate safe bed provided for each child present at the camp.
- 3.90 If bunk beds are used, they must have an effective guard rail around the upper bunk/s, and safe access to the upper levels.

- 3.91 Wherever possible, smoke alarms must be installed in areas where children are sleeping.

Chapter 4: Family Day Care Specific Standards

All family day care services must comply with the family day care specific standards in addition to the core standards.

Staffing

- 4.1 A childcare worker must (in addition to *Core Standard 1.38*):
- be responsive to children;
 - be physically and emotionally able to care for children especially young children;
 - be able to respond appropriately in a medical or other emergency;
 - be able to communicate with adults effectively;
 - be aware of and sensitive to the needs of children from diverse families (including culture and religion) and children with additional needs; and
 - be at least eighteen (18) years of age.
- 4.2 Co-carer arrangements must be documented and made available to parent / guardians.
- 4.3 The proprietor must ensure that all childcare workers and staff involved with playgroups know how to use emergency equipment installed at the premises.

Minimum Qualifications for Coordination Unit Staff

- 4.4 The proprietor must employ a qualified staff member as per *Core Standard 1.47* for every three coordinators at each family day care scheme.
- 4.5 Positions requiring a qualified person must be filled with an adult holding a qualification described in *Core Standard 1.47*, or a qualification or demonstrated level of competence that is approved by the licensing authority.

Programming and Planning

Programming

- 4.6 The Family Day Care Scheme will develop and implement a programming model / s which allows childcare workers to easily and efficiently meet their programming requirements.
- 4.7 The Family Day Care Scheme will ensure the programming model / s:
- is child centred and reflects the best interests of the child;
 - promotes the dignity and rights of each child at all times;
 - utilises the scheme's philosophy to guide practice;
 - is informed by current research and knowledge of child development;
 - includes play as essential, valued and meaningful learning; and
 - recognises and incorporates routine times as part of the child's learning and development.

Planning For Children

- 4.8 The childcare worker will ensure their planning:
- is flexible and suited to the age and abilities of the children;
 - is based on the ongoing observation of children;
 - is inclusive of the diversity of families;

- d) respects children's preferences and involves children in decisions about their participation in experiences;
 - e) caters for the individual needs of all children; and
 - f) involves families wherever possible.
- 4.9 Children will have the opportunity to:
- a) build relationships and interactions which are responsive, reciprocal, positive and encouraging;
 - b) explore a variety of experiences;
 - c) utilise the indoor and outdoor environment on a daily basis;
 - d) pursue their own interests;
 - e) be spontaneous;
 - f) freely choose activities, solve problems, and have access to learning experiences;
 - g) safely explore their spaces and environments with uninterrupted time;
 - h) learn strategies for active exploration, taking risks, thinking and reasoning;
 - i) practise autonomy and independence; and
 - j) learn and practise life and social skills.

Program Evaluations

- 4.10 Childcare workers will ensure that program evaluations:
- a) occur regularly;
 - b) inform future programming;
 - c) inform childcare worker practices;
 - d) take into account the views, suggestions and preferences of children; and
 - e) are discussed with parents when appropriate.

Communication with Parent / Guardians

- 4.11 Childcare workers will communicate regularly and positively with parent / guardians about their child / ren's development and experiences in care.

Safety, Health and Hygiene

Annual Safety Check

- 4.12 The scheme must conduct an annual safety check on each family day care home.

Physical Environment

Space

- 4.13 There must be adequate indoor space to ensure children can move and play freely.
- 4.14 A safe, securely fenced outdoor area must be available for children to play in.
- 4.15 Each child must have access to space for storage of their personal belongings.

Toilets and Hand Basins

- 4.16 The family day care home must have:
- a) toilet and hand washing facilities which are safe and appropriate to the ages of the children in care; and
 - b) procedures for cleaning between usage if required.
- 4.17 There must be individual hand washing and hand wiping facilities for children and childcare workers.

Nappy Changing

- 4.18 Where children who wear nappies are cared for, the following must be provided:
- a) a changing bench or mat with an impervious washable surface that is cleaned after each use;
 - b) a bath / washtub; and
 - c) covered storage, or adequate disposal facilities, for soiled and wet nappies.

Food

- 4.19 There must be the following food preparation facilities:
- a) a stove / microwave;
 - b) a sink;
 - c) a refrigerator;
 - d) dishwasher or procedures to adequately sanitise dishes;
 - e) suitable garbage facilities; and
 - f) hot and cold running water.

Laundry

- 4.20 The family day care home must include laundry facilities provided on the premises or alternate laundry arrangements through another facility or service.
- 4.21 The family day care home must include provision for safe and sanitary facilities for the storage of soiled clothes, linen and nappies, pending their laundering or disposal.

Storage

- 4.22 There must be adequate storage for dangerous materials that is secure and inaccessible to children.
- 4.23 There must be adequate storage facilities for program materials as well as indoor and outdoor play equipment.
- 4.24 Children must have independent access to toys, books and equipment suitable to their development, interests, needs and abilities and which are culturally appropriate.

Heating and Cooling

- 4.25 All heating and cooling facilities must be adequately guarded to prevent injury to children through contact with hot surfaces or moving parts, and the emission of any sparks or flames.

Glass

- 4.26 Any glazed area accessible to children must be:
- a) safety glazed as per relevant Australian Standards, installed in compliance with the Building Code of Australia; or
 - b) effectively guarded by barriers.

Telephone

- 4.27 There must be a telephone in working order. Where this is a mobile telephone, the phone must be switched on at all times.

Water Safety

- 4.28 Water hazards, including play equipment such as wading and paddling pools, shall only be used if the following occurs:
- a) the childcare worker provides direct supervision whilst children have access to the area;

- b) the equipment is age and ability appropriate and presents no danger to children;
- c) the equipment is emptied after each use and stored appropriately to prevent the collection of water;
- d) effective barriers are in place to prevent access by any child in care to any area that opens directly into a fenced pool area;
- e) water containers are safely covered or inaccessible to children;
- f) permanent pools are enclosed by appropriate fencing which meets the relevant Australian Standards; and
- g) pool filters are inaccessible to children in care.

Sandpits

- 4.29 Sandpits must be:
- a) securely covered when not in use utilising a fitted cover which allows ventilation; and
 - b) maintained in a clean and safe condition at all times.

Excursions

- 4.30 No child should leave the family day care home without a parent / guardian's written permission.
- 4.31 A childcare worker must notify the coordination unit and the parent / guardian prior to an excursion taking place.
- 4.32 All excursions must be conducted in a safe manner. Seating and appropriate child restraints must be available according to Territory law and used at all times for travel in cars.
- 4.33 Specific authorisation from parent / guardians is needed for non routine excursions. The authorisation must include;
- a) the date of the excursion;
 - b) approximate times of departure and return;
 - c) proposed destination and planned activity;
 - d) method and details of transport; and
 - e) number of adults to accompany and supervise the children.
- 4.34 A record of excursions must include the following details:
- a) the child's name;
 - b) the date of the excursion;
 - c) the times of departure and return to the service;
 - d) the proposed destination;
 - e) the planned activity;
 - f) the method of transport, including
 - g) information about safety restraints;
 - h) the names / number of staff to accompany the children; and
 - i) contingency plans for inclement weather and transport accident or breakdown.
- 4.35 Where the excursion is to a place where children are to swim or there is a significant hazard there must be:
- a) one adult for each child under the age of three years; and
 - b) one adult for each two children over three years.
- 4.36 For any excursion there must be;
- a) a first aid kit suitable for the excursion;
 - b) a list of all children and adults participating in the excursion;

- c) emergency information for each child, including:
 - i) children's allergies
 - ii) medical conditions
 - iii) contact numbers for family members and emergency services; and
- d) a mobile telephone or other means of communication with the family day care scheme and emergency services.

4.37 There must be sufficient childcare workers and parent / guardians on an excursion to ensure that no child is left without adequate supervision.

Management of the Scheme

Responsibilities of the Proprietor

- 4.38 The proprietor of a family day care scheme must ensure that the following management procedures are in place and implemented:
- a) clearly stated procedures, channels of communication and reporting between proprietors, parent / guardians, childcare workers, coordination unit staff and others;
 - b) provision for the support and supervision of coordination unit staff, and the support and monitoring of childcare workers;
 - c) selection criteria and duty statements for all people engaged in the operation of the scheme; and
 - d) position descriptions, pre-service and in-service training, employment conditions and grievance procedures.

Policies and Procedures

- 4.39 There must be policies and practices in place that support the effective and efficient management of the family day care scheme.
- 4.40 There must be policies and procedures that ensure coordination unit staff support and monitor the quality of care provided, including:
- a) regular visits to childcare worker's homes outlining aspects such as conduct, number and frequency;
 - b) the role of coordinators in identifying and facilitating the provision of pre-service training and professional development for staff; and
 - c) clear processes to adequately address concerns that may arise regarding quality care and concerns about policies and practices to support and monitor quality care provision.

Functions of the Coordination Unit

- 4.41 The proprietor must ensure that the coordination unit staff perform the specified functions of the unit, which include but is not limited to:
- a) developing, documenting and implementing procedures for:
 - i) the recruitment and assessment of childcare workers and their homes;
 - ii) the assessment of the members of the childcare worker's households;
 - b) conducting regular visits to childcare workers homes;
 - c) supporting childcare workers to enhance the quality of care they provide;
 - d) providing relevant support and assistance to childcare workers, including helping to identify the individual needs of each child in care, planning relevant experiences and monitoring development;
 - e) identifying and facilitating the provision of pre-service training, professional development, networking and equipment needs; and
 - f) disseminating information to stakeholders on behalf of the scheme.

Supporting Children

- 4.42 The scheme must develop effective procedures to meet the needs of all children being cared for in the scheme, including the:
- a) development, best interest and well being of each child;
 - b) views of each child and their parent / guardians;
 - c) use of information and advice provided by specialist advisers assisting families using their scheme;
 - d) development, documentation and implementation of:
 - i) effective referral procedures to assist in meeting the comprehensive needs of children and their families; and
 - ii) procedures to assist parent / guardians to make informed decisions about the placement of their child with a childcare worker.

Participation in the Family Day Care Scheme

- 4.43 There must be effective mechanisms in place which facilitate the participation of:
- a) parent / guardians and children using the scheme;
 - b) coordination unit staff;
 - c) childcare workers;
 - d) community representatives; and
 - e) any individual and / or organisations that may be able to assist in the management and operation of the scheme.

Chapter 5: Playschool Specific Standards

All playschools must comply with the playschool specific standards in addition to the core standards.

Staffing

Qualified staff

- 5.1 There must be a designated qualified team leader for each group of children.

Short Term Replacement of Absent Qualified Staff

- 5.2 If a qualified staff member is absent from the service for leave:
- a) the service may nominate an unqualified staff member (as per *Playschool Specific Standard 5.3*) to work in the qualified position for up to two weeks (10 consecutive working days);
 - b) the service must notify the licensing authority prior to the appointment of an unqualified person to a qualified position; and
 - c) this standard may only apply if *Core Standards 1.40* and *1.41* are complied with.
- 5.3 The service must be able to demonstrate to the licensing authority that the unqualified staff person;
- a) meets the requirements of *Core Standard 1.38*;
 - b) has demonstrated their capability of performing the professional duties of the proposed position.

Short Term Replacement After Resignation of Qualified Staff

- 5.4 If a qualified staff member resigns from the service:
- a) the service may nominate an unqualified staff member (as per *Playschool Specific Standard 5.3*) to work in the qualified position for up to four weeks (20 consecutive working days) whilst recruitment of a suitably qualified person is undertaken;
 - b) the service must notify the licensing authority prior to the appointment of an unqualified person to a qualified position; and
 - c) this standard may only apply if *Core Standards 1.40 and 1.41* are complied with.

Long Term Replacement of Qualified Staff

- 5.5 If a qualified staff member is absent from the service for more than two weeks, other than for *Playschool Specific Standard 5.4*, the service must fill the position with another suitably qualified person.
- 5.6 If the service is unable to fill a qualified position with a qualified staff member they must notify the licensing authority of the action taken to fill the position and a Temporary Standards Exemption must be sought.

Programming and Planning

- 5.7 Where the service offers extended sessions or sessions that occur over usual rest periods (for children in this age range), the service will:
- a) include an appropriate rest / sleep period in the program;
 - b) make parent / guardians aware of this requirement; and
 - c) meet the needs of children's individual sleep / rest requirements.

Building and Physical Environment

- 5.8 Where existing services are unable to meet any building Standards in this chapter (e.g. adult hand washing facilities in children's bathrooms), an approved plan to mitigate the associated risk must be in place. Should existing services renovate or extend their buildings or grounds, services shall meet the requirements of this section.

Indoor Play Areas

- 5.9 Each child must have access to a minimum of 3.25m² unencumbered floor space in play areas.
- 5.10 The design of the service and the arrangement of furniture must permit supervision of all areas.
- 5.11 There must be convenient access from indoor play areas to toilets and hand basins.
- 5.12 There must be convenient access to outdoor play areas.
- 5.13 The sides of any internal stairway, ramp, corridor, hallway or balcony must be enclosed.

Furniture and Fittings

- 5.14 There must be adequate furniture and fittings to meet the needs of the program, taking into consideration the number of licensed places.
- 5.15 Furniture and fittings must be suitable for children.
- 5.16 All furniture and fittings must be maintained in a safe and clean condition at all times.

Entrances

- 5.17 Entrances to the service must be sufficiently secure to prevent exit by unaccompanied children.

Storage

- 5.18 There must be adequate storage for dangerous materials that is secure and inaccessible to children.
- 5.19 There must be adequate storage facilities for program materials and indoor play equipment.
- 5.20 There must be adequate storage space for children's personal belongings. Storage of these items must:
- be available to children;
 - not encroach on the available play space; and
 - not cause a safety hazard.

Bedding

- 5.21 When there are children attending who require a sleep / rest period, there must be:
- an age appropriate sleeping apparatus for every two (or part thereof) children;
 - individual bed linen or blanket for each child; and
 - adequate space for the hygienic storage of bedding.

Toilets and Hand Basins

- 5.22 There must be for every fifteen (or part thereof) children:
- at least one junior toilet, or an adult toilet with a firm, stable step and junior seat; and
 - at least one hand basin with temperature controlled water, a firm stable step or that is at a height that enables reasonable child access.
- 5.23 There must be individual hand wiping facilities for children and staff.
- 5.24 There must be liquid soap for hand washing.
- 5.25 When there are children attending who require nappy changing facilities:
- there must be an appropriately sized change mat with an impervious washable top; and
 - sanitary facilities for the storage of soiled nappies, clothes or linen pending laundering or return to parents.
- 5.26 There must be hygienic adult hand washing facilities in children's bathrooms.

Food Preparation Facilities

- 5.27 There must be the following food preparation facilities:
- a stove / microwave
 - a sink;
 - separate adult hand washing facilities;
 - a refrigerator;
 - a dishwasher or procedures to adequately sanitise dishes as required; and
 - hot and cold running water.

Heating and Cooling

- 5.28 There must be adequate and suitable heating, cooling and ventilation to each room used by children.
- 5.29 All heating and cooling units must be inaccessible to children, or adequately guarded to prevent accidental contact with hot surfaces or moving parts and the emission of sparks or flames.
- 5.30 All equipment controls must be inaccessible to children.

Telephone

- 5.31 There must be at least one telephone in working order that is readily accessible to staff. Where this is a mobile telephone, the phone must be switched on at all times.

Glass

- 5.32 Any glazed area accessible to children must be safety glazed in compliance with the relevant Australian Standard.
- 5.33 The quality and installation of the glass must be in compliance with the Building Code of Australia.

Natural Light

- 5.34 There must be natural lighting in children's playrooms. This must be calculated including the following:
 - a) windows providing natural lighting have an aggregate light transmitting area (measured excluding frames, glazing bars or other obstructions) of not less than 10% of the floor area of that room;
 - b) windows providing natural light are open to the sky or face a court or other open space to the sky or an open veranda, carport or other similar structure; and
 - c) the sills of at least 50% of the required windows are located not more than 500 millimetres above floor level.

Waste Disposal

- 5.35 There must be an outside sealable garbage disposal unit or bin suitable for the size of the service.
- 5.36 Outside garbage bins must be located in an area that is inaccessible to children.

Outdoor Play Space

- 5.37 There must be a minimum of 7m² of unencumbered outdoor play space per child.
- 5.38 Outdoor play space must enable:
 - a) ease of supervision;
 - b) be designed with a variety of area surfaces;
 - c) have appropriate softfall material installed; and
 - d) be maintained in a safe condition at all times.
- 5.39 The outdoor play space must be adequately drained to prevent water standing for any length of time.
- 5.40 There must be convenient access from the outdoor play space to the toilets, hand basins and drinking water.

Fencing

- 5.41 There must be fencing to the perimeter of all outdoor play spaces at least 1200mm high.
- 5.42 Where the premises are adjacent to any hazard, the perimeter fence must be at least 1500mm high.
- 5.43 Fences must be designed to prevent children from climbing over or crawling under them.
- 5.44 Fencing must be designed to ensure children can view outside through at least 25% of the perimeter fence unless otherwise approved in writing by the licensing authority.
- 5.45 Gates must be at least the same height as the fence, and equipped with child-proof, self-catching mechanisms.
- 5.46 The sides of any external stairway, ramp, or balcony must be enclosed.

Shade

- 5.47 Adequate shade areas must be provided in the outdoor play space.

Outdoor Play Equipment

- 5.48 There must be a range of age and ability appropriate outdoor play equipment that maximises challenge and variety within safe parameters.
- 5.49 All outdoor equipment must be in compliance with Australian Standards as well as any ACT Standards for external equipment.
- 5.50 The equipment in the outdoor play space must not constitute a hazard to children. Hazards can include but are not limited to:
 - a) the lack of adequate soft surface under and around the equipment;
 - b) the height from which a child may fall;
 - c) the likelihood that a child may be trapped, pinched, or crushed in the equipment;
 - d) the likelihood that a child may be struck by the equipment;
 - e) sharp or rough edges or projections; and
 - f) damage by rust or corrosion or other deterioration.

Sandpits

- 5.51 Sandpits must be:
 - a) securely covered when not in use utilising a fitted cover which allows ventilation; and
 - b) maintained in a clean and safe condition at all times.

Water Safety

- 5.52 Any permanent pool must be enclosed by appropriate fencing which meets the relevant Australian Standards.
- 5.53 Wading pools or water courses must be emptied after use.
- 5.54 Wading pools or portable water courses must be stored in such a way that prevents the collection of water.
- 5.55 Water hazards including play equipment such as wading and paddling pools shall only be used if:
 - a) staff provide direct supervision whilst children have access to the area; and
 - b) the equipment is age appropriate and presents no danger to the children.

Excursions

- 5.56 The service shall have a policy / procedure in place to identify, assess and manage any hazards / risks associated with an excursion. Evidence of this occurring for each excursion undertaken must be available to the licensing authority upon request.
- 5.57 The service must have a written policy and procedure in the event of a vehicle breakdown or accident.
- 5.58 A record of excursions must include the following details:
- the child's name;
 - the date of the excursion;
 - the times of departure and return to the service;
 - the proposed destination;
 - the planned activity;
 - the method of transport, including information about safety restraints;
 - the names / number of staff to accompany the children; and
 - contingency plans for inclement weather and transport accident or breakdown.
- 5.59 Parent / guardians must be given at least one working day's notice of planned excursions. All children attending the excursion must have written consent to attend from their parent / guardian. Parent / guardians must be provided with enough information about the excursion to provide informed consent.

Staff : Ratios for Excursions

- 5.60 The minimum staff : child ratio for excursions is:
- the usual ratio of qualified staff to children must be maintained;
 - one adult for each multiple (or part thereof) of four children when the excursion involves the use of transport or the crossing of major roads;
 - the usual staff : child ratio if the excursion does not involve transport or crossing of major roads.
 - at least one staff member with a current First Aid Level 2 certificate; and
 - sufficient primary contact staff, which may include volunteers, to ensure that no child is left without adequate supervision.
- 5.61 Where the excursion involves significantly hazardous venues, the minimum staff : child ratio is:
- one adult for each two children over three years of age; and
 - the person in charge of the excursion must have a current First Aid Level 2 certificate, and the knowledge and ability to implement safety procedures.
- 5.62 For any excursion there must be:
- a first aid kit suitable for the excursion;
 - a list of all children and adults participating in the excursion;
 - emergency information for each child, including information regarding children's allergies and medical conditions and contact numbers for family members and emergency services; and
 - a mobile phone or means of communication with the service and emergency services.
- 5.63 A list of children attending the excursion must be left at the service.
- 5.64 All excursions / care provided for children outside the service's usual operating hours must be approved by the licensing authority prior to permission being sought from parents / guardians.

Sleepovers

- 5.65 Services planning sleepovers must notify:
- the local fire brigade;
 - the local police station; and
 - their insurance company.
- 5.66 Staff : child ratios must be maintained throughout the sleepover with a minimum of one staff member remaining awake with each group of children at all times.

Chapter 6: Independent Preschool Specific Standards

All independent preschools must comply with the independent preschool specific standards in addition to the core standards.

Staffing

Senior Teacher

- 6.1 The proprietor must employ a senior teacher who holds a qualification outlined in *Independent Preschool Specific Standard 6.3* to be responsible for the professional leadership and supervision of staff and educational programs.

Qualified Teacher

- 6.2 During core hours, the proprietor must ensure that the person in charge of any group of up to thirty children is a paid employee who possesses one of the qualifications:
- a Bachelor of Early Childhood Education; or
 - an equivalent 3 or 4 year full time tertiary qualification specialising in early childhood from a university; or
 - comparable overseas qualification; or
 - primary teaching qualifications with two years experience in preschools.
- 6.3 At all other times, the proprietor must ensure that the person in charge of any group of up to thirty children is a preschool employee who possesses one of the qualifications described in *Core Standard 1.47*; or
- primary teaching qualifications with two years experience in pre-schools or centre-based children's services; or
 - a comparable overseas qualification with experience.

Short Term Replacement of Absent Qualified Staff

- 6.4 If a qualified staff member is absent from the service for leave:
- the service may nominate an unqualified staff member (as per *Independent Preschool Specific Standard 6.5*) to work in the qualified position for up to two weeks (10 consecutive working days);
 - the service must notify the licensing authority prior to the appointment of an unqualified person to a qualified position; and
 - this standard may only apply if *Core Standards 1.40 and 1.41* are complied with.
- 6.5 The service must be able to demonstrate to the licensing authority that the unqualified staff person:
- meets the requirements of *Core Standard 1.38*; and
 - has demonstrated their capability of performing the professional duties of the proposed position.

Short Term Replacement After Resignation of Qualified Staff

- 6.6 If a qualified staff member resigns from the service:
- a) the service may nominate an unqualified staff member (as per *Independent Preschool Specific Standard 6.5*) to work in the qualified position for up to four weeks (20 consecutive working days) whilst recruitment of a suitably qualified person is undertaken;
 - b) the service must notify the licensing authority prior to the appointment of an unqualified person to a qualified position; and
 - c) this standard may only apply if *Core Standards 1.40 and 1.41* are complied with.

Long Term Replacement of Qualified Staff

- 6.7 If a qualified staff member is absent from the service for more than two weeks, other than for *Independent Preschool Specific Standard 6.6*, the service must fill the position with another suitably qualified person.
- 6.8 If the service is unable to fill a qualified position with a qualified staff member they must notify the licensing authority of the action taken to fill the position and a Temporary Standards Exemption must be sought.

Programming and Planning

- 6.9 The service will:
- a) include an appropriate rest / sleep period in the program;
 - b) make parent / guardians aware of this requirement; and
 - c) meet the needs of children's individual rest / sleep requirements.

Building and Physical Environment

- 6.10 Where existing services are unable to meet any *building* standards in this chapter (e.g. adult hand washing facilities in children's bathrooms), an approved plan to mitigate the associated risk must be in place. Should existing services renovate or extend their buildings or grounds, services shall meet the requirements of this section.

Indoor Play Areas

- 6.11 Each child must have access to a minimum of 3.25m² unencumbered floor space in play areas.
- 6.12 The design of the service and the arrangement of furniture must permit supervision of all areas.
- 6.13 There must be convenient access from indoor play areas to toilets and hand basins.
- 6.14 There must be convenient access to outdoor play areas.
- 6.15 The sides of any internal stairway, ramp, corridor, hallway or balcony must be enclosed.

Furniture and Fittings

- 6.16 There must be adequate furniture and fittings to meet the needs of the program, taking into consideration the number of licensed places.
- 6.17 Furniture and fittings must be suitable for children.
- 6.18 All furniture and fittings must be maintained in a safe and clean condition at all times.

Entrances

- 6.19 Entrances to the service must be sufficiently secure to prevent exit by unaccompanied children.

Storage

- 6.20 There must be adequate storage for dangerous materials that is secure and inaccessible to children.
- 6.21 There must be adequate storage facilities for program materials and indoor play equipment.
- 6.22 There must be adequate storage space for children's personal belongings. Storage of these items must:
- be available to children;
 - not encroach on the available play space; and
 - not cause a safety hazard.

Bedding

- 6.23 When there are children attending who require a sleep / rest period, there must be:
- an age appropriate sleeping apparatus for every two (or part thereof) children;
 - individual bed linen or blanket for each child; and
 - adequate space for the hygienic storage of bedding.

Toilets and Hand Basins

- 6.24 There must be for every fifteen (or part thereof) children:
- at least one junior toilet, or an adult toilet with a firm, stable step and junior seat; and
 - at least one hand basin with temperature controlled water, a firm stable step or that is at a height that enables reasonable child access.
- 6.25 There must be individual hand wiping facilities for children and staff.
- 6.26 There must be liquid soap for hand washing.
- 6.27 When there are children attending who require nappy changing facilities:
- there must be an appropriately sized change mat with an impervious washable top; and
 - sanitary facilities for the storage of soiled nappies, clothes or linen pending laundering or return to parents.
- 6.28 There must be hygienic adult hand washing facilities in children's bathrooms.

Food Preparation Facilities

- 6.29 There must be the following food preparation facilities:
- a stove / microwave
 - a sink;
 - separate adult hand washing facilities;
 - a refrigerator;
 - a dishwasher or procedures to adequately sanitise dishes as required; and
 - hot and cold running water.

Heating and Cooling

- 6.30 There must be adequate and suitable heating, cooling and ventilation to each room used by children.

6.31 All heating and cooling units must be inaccessible to children, or adequately guarded to prevent accidental contact with hot surfaces or moving parts and the emission of sparks or flames.

6.32 All equipment controls must be inaccessible to children.

Telephone

6.33 There must be at least one telephone in working order that is readily accessible to staff. Where this is a mobile telephone, the phone must be switched on at all times.

Glass

6.34 Any glazed area accessible to children must be safety glazed in compliance with the relevant Australian Standard.

6.35 The quality and installation of the glass must be in compliance with the Building Code of Australia.

Natural Light

- 6.36 There must be natural lighting in children's playrooms. This must be calculated including the following:
- a) windows providing natural lighting have an aggregate light transmitting area (measured excluding frames, glazing bars or other obstructions) of not less than 10% of the floor area of that room;
 - b) windows providing natural light are open to the sky or face a court or other open space to the sky or an open veranda, carport or other similar structure; and
 - c) the sills of at least 50% of the required windows are located not more than 500 millimetres above floor level.

Waste Disposal

6.37 There must be an outside sealable garbage disposal unit or bin suitable for the size of the service.

6.38 Outside garbage bins must be located in an area that is inaccessible to children.

Outdoor Play Space

6.39 There must be a minimum of 7m² of unencumbered outdoor play space per child.

- 6.40 Outdoor play space must enable:
- a) ease of supervision;
 - b) be designed with a variety of area surfaces;
 - c) have appropriate softfall material installed;
 - d) be maintained in a safe condition at all times; and
 - e) adequate shade provisions to be utilised.

6.41 The outdoor play space must be adequately drained to prevent water standing for any length of time.

6.42 There must be convenient access from the outdoor play space to the toilets, hand basins and drinking water.

Fencing

6.43 There must be fencing to the perimeter of all outdoor play spaces at least 1200mm high.

- 6.44 Where the premises are adjacent to any hazard, the perimeter fence must be at least 1500mm high.
- 6.45 Fences must be designed to prevent children from climbing over or crawling under them.
- 6.46 Fencing must be designed to ensure children can view outside through at least 25% of the perimeter fence.
- 6.47 Gates must be at least the same height as the fence, and equipped with child-proof, self-catching mechanisms.
- 6.48 The sides of any external stairway, ramp, or balcony must be enclosed.

Outdoor Play Equipment

- 6.49 There must be a range of age and ability appropriate outdoor play equipment that maximises challenge and variety within safe parameters.
- 6.50 All outdoor equipment must be in compliance with Australian Standards as well as any ACT Standards for external equipment.
- 6.51 The equipment in the outdoor play space must not constitute a hazard to children. Hazards can include but are not limited to:
 - a) the lack of adequate soft surface under and around the equipment;
 - b) the height from which a child may fall;
 - c) the likelihood that a child may be trapped, pinched, or crushed in the equipment;
 - d) the likelihood that a child may be struck by the equipment;
 - e) sharp or rough edges or projections; and
 - f) damage by rust or corrosion or other deterioration.

Sandpits

- 6.52 Sandpits must be:
 - a) securely covered when not in use utilising a fitted cover which allows ventilation; and
 - b) maintained in a clean and safe condition at all times.

Water Safety

- 6.53 Any permanent pool must be enclosed by appropriate fencing which meets the relevant Australian Standards.
- 6.54 Wading pools or water courses must be emptied after use.
- 6.55 Wading pools or portable water courses must be stored in such a way that prevents the collection of water.
- 6.56 Water hazards including play equipment such as wading and paddling pools must only be used if:
 - a) staff provide direct supervision whilst children have access to the area; and
 - b) the equipment is age appropriate and presents no danger to the children.

Outdoor storage

- 6.57 There must be a lockable secure outdoor shed to ensure sufficient, secure and safe storage of play equipment.
- 6.58 There must be adequate storage for materials used for the maintenance of the outdoor area that is secure and inaccessible to children.

Excursions

- 6.59 The service shall have a policy / procedure in place to identify, assess and manage any hazards / risks associated with an excursion. Evidence of this occurring for each excursion undertaken must be available to the licensing authority upon request.
- 6.60 The service must have a written policy and procedure in the event of a vehicle breakdown or accident.
- 6.61 A record of excursions must include the following details:
- a) the child's name;
 - b) the date of the excursion;
 - c) the times of departure and return to the service;
 - d) the proposed destination;
 - e) the planned activity;
 - f) the method of transport, including information about safety restraints;
 - g) the names / number of staff to accompany the children; and
 - h) contingency plans for inclement weather and transport accident or breakdown.
- 6.62 Parent / guardians must be given at least one working day's notice of planned excursions. All children attending the excursion must have written consent to attend from their parent / guardian. Parent / guardians must be provided with enough information about the excursion to provide informed consent.

Staff : Ratios for Excursions

- 6.63 The minimum staff : child ratio for excursions is:
- a) The usual ratio of qualified staff to children must be maintained;
 - b) one adult for each multiple (or part thereof) of four children when the excursion involves the use of transport or the crossing of major roads;
 - c) the usual staff : child ratio if the excursion does not involve transport or crossing of major roads;
 - d) at least one staff member with a current First Aid Level 2 certificate; and
 - e) sufficient primary contact staff, which may include volunteers, to ensure that no child is left without adequate supervision.
- 6.64 Where the excursion involves significantly hazardous venues, the minimum staff: child ratio is:
- a) one adult for each two children over three years of age;
 - b) the person in charge of the excursion must have a current First Aid Level 2 certificate, and the knowledge and ability to implement safety procedures.
- 6.65 For any excursion there must be:
- a) a first aid kit suitable for the excursion;
 - b) a list of all children and adults participating in the excursion;
 - c) emergency information for each child, including information regarding children's allergies and medical conditions and contact numbers for family members and emergency services; and
 - d) a mobile phone or means of communication with the service and emergency services.
- 6.66 A list of children attending the excursion must be left at the service.
- 6.67 All excursions / care provided for children outside the service's usual operating hours must be approved by the licensing authority prior to permission being sought from parent / guardians.

Sleepovers

- 6.68 Services planning sleepovers must notify:
- a) the local fire brigade;
 - b) the local police station; and
 - c) their insurance company.
- 6.69 Staff : child ratios must be maintained throughout the sleepover with a minimum of one staff member remaining awake with each group of children at all times.