enhance
FAMILY DAY CARE

COMPLIANCE FOLDER

Enhance Family Day Care

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www.enhancefamilydaycare.org.au

Educator compliance management folder contents

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Page 13. Blue card for Educator and any adult residents of the family day care residence
Page 14. Records of any professional development undertaken
Page 15. Action plans, critical reflections, grandfathering documents
Other documents to be securely and confidentially stored
Incident, illness, trauma and injury records
Medication records – including permission to administer medication signed by a parent or authorised person
Medical condition management, risk minimisation and communication plans
Children's attendance records
Child enrolment records including: • Authorisations • Health information • Parenting order or court orders • Information about the child home language and culture
Excursion records – including permission forms signed by parents or authorised person
Risk management plans for family day care residence and excursions

family day care
inspiring wonderful childhoods

OUR VALUES

Children and families are our heart

We listen and respond

We speak up and protect

We are responsible and accountable

We play well with others

We share ideas, challenges and successes

We are relationship-oriented and task-focused

We do what we say we will do

We colour outside the lines

We are change creators, makers and champions

We seek solutions powered by curiosity and creativity

Our success lies in the extra mile

Quality Focus Calendar

2022 / 2023

enhance
FAMILY DAY CARE

MARCH
Health & Hygiene

APRIL
Supervision, Risk Assessment & Management

MAY
Guiding Children's Behaviour

JUNE
Sustainability

JULY
Cultural Awareness

AUGUST
Safe Sleep, Rest & Relaxation

SEPTEMBER
Education Program & Practice

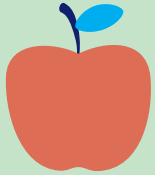
OCTOBER
Child Protection

NOVEMBER
Transporting Children

DECEMBER
Educator Wellbeing

JANUARY
Transitions & Orientation

FEBRUARY
Health & Nutrition



Daily cleaning and safety checklist

Educator Name: _____ Date: _____

TASK	Circle completed					Notes/Maintenance/ Miscellaneous
Clean & sanitise after each use						
Food Prep areas, including bench top and sink	M	T	W	T	F	
Dishes, Utensils, placemats	M	T	W	T	F	
Table and chairs / highchair/s	M	T	W	T	F	
Mouthed toys	M	T	W	T	F	
Bibs, face cloths, tablecloths or other	M	T	W	T	F	
Nappy station incl. change table and mat Ready for use – wipes, nappies, paper towelling, lotions Nappy bin with lid - secured Container sealed – soiled / wet clothing	M	T	W	T	F	
Floors swept after each mealtime	M	T	W	T	F	
Clean & sanitise daily						
High touch points e.g., Welcome station – pens, hand sanitiser bottle, bench tops; door handles at entry points.	M	T	W	T	F	
Windows – all glass surfaces	M	T	W	T	F	
Toilet / Bathroom areas	M	T	W	T	F	
Nappy station	M	T	W	T	F	
Beds, Cots, mattresses	M	T	W	T	F	
Bins – emptied	M	T	W	T	F	
Water fountain / Water bottles	M	T	W	T	F	
Vacuum & mop at end of day						
Care space, sleep room & bathroom	M	T	W	T	F	
Clean & sanitise weekly						
Refrigerator	M	T	W	T	F	
Sand pit – raked and sanitised	M	T	W	T	F	
Cubby house / External play resources	M	T	W	T	F	
Bins – all	M	T	W	T	F	
Children's lockers / storage areas	M	T	W	T	F	
Toys (plush, timber, plastic) + resources	M	T	W	T	F	
Shelving and Storage systems within care space	M	T	W	T	F	

Safety						
First Aid Kit – Fully stocked Inaccessible to Children	M	T	W	T	F	
Portable First Aid Kit available for excursions / transporting	M	T	W	T	F	
Emergency Evacuation Bag stocked and Emergency Contact list current	M	T	W	T	F	
Operating phone – land line or mobile	M	T	W	T	F	
CPR Chart visible in pool area	M	T	W	T	F	
Safety barriers / gates installed to prevent falls or exiting care spaces	M	T	W	T	F	
Refrigerator- Temperature below 5~C Lunch boxes / food removed from lunch bags and placed in fridge (not sealed in lunch bag)	M	T	W	T	F	
Safety Catches installed on drawers or cupboards where required	M	T	W	T	F	
Knives or other sharp objects stored in a lockable cupboard / out of reach of children?	M	T	W	T	F	
Kitchen products / cleaning products / repellents + stored in a lockable cupboard / out of reach of children	M	T	W	T	F	
Medications – named, expiry dates, out of reach of children	M	T	W	T	F	
Electrical – GPO's safety covers, power boards not overloaded Electrical appliances switched off and unplugged when not in use.	M	T	W	T	F	
Fire blanket / extinguisher working order / easily accessible	M	T	W	T	F	
BBQ – Covered, gas disconnected and locked and Inaccessible to children	M	T	W	T	F	
Blind / Curtain Cords affixed and out of reach of children	M	T	W	T	F	
Highchairs – affixed with 5-point harness	M	T	W	T	F	
Outdoor play gyms/ climbing frames. soft fall, matting, bump pads + to ground and posts where required	M	T	W	T	F	
Sandpit – rake and cover daily	M	T	W	T	F	
Garden hose/s – wound and secured and taps inaccessible to children	M	T	W	T	F	
Check and remove equipment from in/outdoor spaces and resources that are damaged or broken	M	T	W	T	F	
Fencing – Gates in working order; self-closing; no foot holes for climbing; remove climbable objects near fences e.g., pots, garden edging, toys, mud kitchens	M	T	W	T	F	
Bathroom – hot water temperature restricted – no greater than 45 – 50 degrees Celsius Bath plugs away / out of reach Bathroom products, inc. razors, products away / out of reach	M	T	W	T	F	

Water – Pools, ponds, fountains, creeks, dams, wells, buckets water tables other – emptied, covered, secured & inaccessible to children	**M**	**T**	**W**	**T**	**F**	
Miscellaneous weekly review						
Visitors (all) signed in & out	**M**	**T**	**W**	**T**	**F**	
Excursions/transport permissions completed for the day / week ahead	**M**	**T**	**W**	**T**	**F**	
Medical Permissions signed	**M**	**T**	**W**	**T**	**F**	
Admin / Documents filed securely	**M**	**T**	**W**	**T**	**F**	
Family Communications shared	**M**	**T**	**W**	**T**	**F**	
Programming & documentation	**M**	**T**	**W**	**T**	**F**	
Qualifications and Service information current & on display?	**M**	**T**	**W**	**T**	**F**	
Posters to walls: Hand Washing, Nappy changing	**M**	**T**	**W**	**T**	**F**	

Version	Approval date	Authorised by	Effective date	Last reviewed	Next review date
1.	22/02/22	Cathy Cahill	22/02/22	N/A	02/23

Educator training plan and document milestones

Documents to be stored in Educator compliance management folder.

Educator name: _____

Year: _____

Service: _____

Enhance FDC Educator mandatory and compulsory training requirements		
Training	**Timeframe**	**Date completed**
First aid	(3 years)	
Emergency asthma management training	(3 years)	
Anaphylaxis Management Training	(3 years)	
CPR	(Annually)	
Blue card (WWCC)	(3 years)	
Child Protection	(12- 18 months) or with legislative changes	
Safe Sleep and Relaxation Training	(Annually)	
Food Safety	(2 years)	
National Criminal History Check	(6 months validity at time of registration)	
Enhance Policy Handbook Refresher Training	(Annually)	
CCS and FAL	(Annually)	
Business Support Training	(2 years)	
Enhance Conference	Twice a year May and September- attend one Conference	List areas in conference
Supervision	(2 years)	
Program and Practice – Documenting children's learning	(2 years)	
Risk Assessment	Annually or when required	
Emergency Drills (Evacuation & Lockdown) Evacuation Bag stocked with current roll call	3 monthly	
Reassessment / Approval (FDC residence)	Annually	

Educator training plan and document milestones

Fit & Proper Assessment	Annually	
Red Nose Training /Sleep, Rest and Relaxation Policy	Annually	
Monitoring, Support & Supervision 50% unannounced monthly visits	Monthly	
Daily Cleaning and Safety Checklists	Daily & returned annually	
Accident, Injury Trauma – Reporting of incidents / notifiable events	Within 12 - 24 hours	
Child / Family enrolment information	Annually / as required	
Medical Conditions Management / Action Plan	Annually (or as required)	
Spot Check Readiness Focus visit	6 monthly	
Cot Audit	Annually	
Medical Health check	Biannually	
Vehicle Safety Certificate	Annually	
Transport visit conducted by PM	Quarterly	
Enhance FDC Educator document milestone requirements		Daily & returned
First aid	(3 years)	
Emergency asthma management training	(3 years)	
Anaphylaxis Management Training	(3 years)	
CPR	(Annually)	
Blue card (WWCC)	(3 years)	
Child Protection	(12- 18 months) or with legislative changes	
Safe Sleep and Relaxation Training	(Annually)	
Food Safety	(2 years)	
National Criminal History Check	(6 months validity at time of registration)	