

Regulatory Checklist – Education and Care National Regulations & Act (OSHC) - Documentation
Risk Assessments are used to maintain safe ratios for outings
The service has a procedure in place to ensure:
<ul style="list-style-type: none"> • Children are adequately supervised at all times Act s165
<ul style="list-style-type: none"> • Children do not leave the service in an unauthorised manner Act s165A
<ul style="list-style-type: none"> • Children are not taken on excursions without parental consent Act s165A
<ul style="list-style-type: none"> • Inappropriate discipline methods are not used by any person at the service Act s166
<ul style="list-style-type: none"> • That children are protected from harm and hazards Act s167
<ul style="list-style-type: none"> • That staffing arrangements comply with current legislation Act s169
<ul style="list-style-type: none"> • That unauthorised persons are not present at the service Act s170
Enrolment forms available for every child who has attended the service in the past 12 months that include;
Emergency medical authorisations & permission to be transported by ambulance
Information & an area for parental permission for regular outing destinations
Health information for each child including Medicare no, action plans or details of medical conditions, dietary req. etc.
Documents kept and are readily assessable that relate to:
<ul style="list-style-type: none"> • The operation of the service.
<ul style="list-style-type: none"> • The employment of staff or engaged by the service
<ul style="list-style-type: none"> • Information about any child cared for in the past 12 months
The service has a Quality Improvement Plan (ready to submit within 3 months) that contains:
<ul style="list-style-type: none"> • The services philosophy statement
<ul style="list-style-type: none"> • Information of the services self assessment against the NQF & Regulations
<ul style="list-style-type: none"> • Information of the services improvement plan for areas required
Educational Program offered complies with; Reg 74
<ul style="list-style-type: none"> • The National Quality Framework
<ul style="list-style-type: none"> • The My Time Our Place Curriculum
Program are stored for a minimum of 3 months
Procedures for ensuring;

• Sun Safety
• Hand washing
• Food handling Reg 77
• Food storage Reg 77
• Infection control
• First aid
• Pests & Vermin
• Storage of dangerous chemicals
• Cleaning routines and procedures
• Use of toilets
• Water play
• Drinking water
• Are Accident, Injury and Illness policy and procedures available to the service Reg 85
An Incident, Injury, Trauma or Illness record; Reg 87
• Contains the detail of the incident in relation to that child & the preceding circumstances.
• Contains the name and age of the child involved.
• Contains the date and time of the incident and the injury received or symptoms noticed
• Contains information of 1st aid treatment given including any medications administered.
• Is securely stored at the service till the child turns 25 years old.
Medication Records must be kept by the service that comply with Reg 92
Records of drills completed every 3 months should be on available at the service Reg 97
A risk assessment of all possible emergency situations should be completed by the service. Reg 97
Risk Assessment forms and Outing Plans are produced before excursions Reg 100
Procedures for dealing with soiled clothing & laundering of req items should be developed. Reg 106
A staff record must be kept at the service
Attendance records must be kept that clearly shows the times and date that each child attended.
Records of the services compliance must be kept. Reg 167
Policies required to be kept by the service;

• Health Safety
• Nutrition, food and beverages and dietary requirements
• Sun Protection
• Water Safety
• Administration of 1st Aid
• Incident, Injury, Trauma and Illness Procedure
• Dealing with infectious diseases
• Dealing with medical conditions
• Emergency and evacuation
• Delivery and collection of children
• Excursions
• Providing a child safe environment
• Staffing - code of conduct
• Staffing - determining the responsible person at the service
• Staffing - the participation of volunteers and students on prac placement
• Interactions with children
• Enrolment and orientation
• Governance and Management of the service
• The acceptance and refusal of authorisations
• Payments of fees and provisions of statements and accounts
• Dealing with complaints
• * Dealing with serious incidents - Notification process (*Procedure)
• Medical conditions policy that meets Reg 90 (including self administering)
• Exclusion of tobacco, drugs and alcohol. Reg 82 & 83
All records as prescribed by Reg 177 are kept by the service
Records kept by the service are used & stored in a confidentially and secure manner Reg 181 & 183
Other than medical records all other record need to be kept for a min of 3 years.

**Regulatory Checklist – Education and Care National Regulations & Act (OSHC)
- Staffing**

Working with children check held by & a records kept fo:

- all educators employed by the service
- all volunteers at the service
- all other staff members

An approved Nominated Supervisor is present at the service at all hours of operation.

An approved Certified Supervisor is available to act as a responsible person

Ratios are maintained at all times;

- 1:13 ratio no kindy child is present
- 1:10 ratio if a kindy child is present
- That children attending are over 4 years and under 13

First Aid Trained educator is on site at all times

Anaphylaxis Trained educator is on site at all times

Asthma Trained educator is on site at all times

Have staff had training regarding the current child protection laws. Reg 84

Staff must be working directly with children to be considered as part of the services ratio Reg 122

Staff should ensure that their interaction with children comply with Reg 155 & 156

**Regulatory Checklist – Education and Care National Regulations & Act (OSHC)
– Information to be displayed**

Information about the Nominated Supervisor & Educational Leader is clearly displayed at the service.

Information about the approved provider is displayed at the service

Information about the services approval is displayed at the service

The service displays its current rating information (Provisional OR Rating from ACECQA)

Programs are on display to parents Reg 75

Programs are on display to children Reg 75

Programs are on display to staff Reg 75
A weekly menu is displayed at the service:
It contains an accurate description of the food and beverages to be provided by the service Reg 80
Emergency and evacuation procedures and floor plan on display by each exit from service Reg 97
Policies to kept available at the service
A notice displaying the hours and days of operation is on display at the service. Reg 173
A grievance policy and the name and contact number of a person whom complaints can made to is on display
The contact details of the Regulatory authority are displayed for families
If applicable a notice that a child with anaphylaxis is enrolled at the service
If applicable a notice that a child with an infectious disease has attended the service.
Evidence of prescribed insurance is available at the service
A copy of the current Law and Regulations must be available at the service
A current copy of communicable diseases guidelines is available at the service.

Regulatory Checklist – Education and Care National Regulations & Act (OSHC) – Programming
The required program documentation is being produced for the service Act s168
Documentation of child assessments or evaluations include (under preschool age) Reg 74
Information regarding each child's needs, interests, experiences and participation
Assessments of the child's progress against the outcomes of the program
Documentation of child assessments or evaluations include (over preschool age) Reg 74
<ul style="list-style-type: none"> • Information about the child's wellbeing, development and learning • Is this information available to families on request
Can the service provide Information about how these assessment documents will be used Reg74
Are the assessment documents prepared in a way that the educators understand Reg74
Staff able to provide info to families regarding:
The service program and how it relates to their child reg 76

Information regarding their child participation in the program reg 76

**Regulatory Checklist – Education and Care National Regulations & Act (OSHC)
– Space requirements (indoor)**

Premises should be designed to facilitate supervision Reg 115

The service should be well ventilated and have access to natural light. Reg 110

A space dedicated to administration should be available for staff to hold consultations with parent Reg 111

Premises, furniture and equipment to be kept safe, clean and in good repair Reg 103

Fencing should be of a design that a preschool child can not get under, over or through it Reg 104

Sufficient developmentally appropriate furniture, materials and equipment should be available Reg 105

A landline phone is attached to the service Reg 98

Mobile phone or alternative available for outing and excursions Reg 98

An area is provide for children to rest and or sleep Reg 81

**Regulatory Checklist – Education and Care National Regulations & Act (OSHC)
– Space requirements (outdoor)**

Outdoor space - must include areas where children can interact with the natural environment Reg 113

Outdoor space - sufficient shade must be provided. Reg 114

**Regulatory Checklist – Education and Care National Regulations & Act (OSHC)
– Information for families**

Parents notified of any changes to policies 14 days before the new policy comes into effect Reg 172

Access for Parents - parents may enter the service at any time while their child is in attendance Reg 157

Authorisations for excursions from parents is gained before any child is taken out of the service.

The services Medical conditions policy is provided to all parents Reg 91

Staff need to ensure that all families are notified of the outbreak as soon as practicable.

An Incident, Injury, Trauma or Illness record; Reg 87

Is completed for every incident and is signed by a parent and the staff member who witnessed it.

Families notified with 24 hours of an injury, incident, trauma or illness of a child in your care. Reg 86

Information of each child's learning is available to families on request