



# Home based education and care service – inspection checklist

## Information

This form has been developed to help applicants for home based education and care service approvals to get their homes ready for a pre-approval inspection. Your home must meet the relevant requirements contained in Part 3 (facilities and equipment) of the *Children (Education and Care Services) Supplementary Provisions Regulation 2004*.

### Your obligations

Before submitting an application for a service approval to operate a home based education and care service, you must ensure you are familiar with and are aware of the requirements and obligations set out in the *Children (Education and Care Services) Supplementary Provisions Act 2011* and the *Children (Education and Care Services) Supplementary Provisions Regulation 2012*, which includes the relevant provisions of the *Children (Education and Care Services) National Law (NSW)* and the *Education and Care Services National Regulations* (the National Law Alignment Provisions).

If you require further information about the obligations of approved providers, it is important that you visit the website [www.dec.nsw.gov.au](http://www.dec.nsw.gov.au) or contact the Information and Enquiries team on 1800 619 113 or [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au).

## Laundry facilities

Your home must have laundry arrangements, whether on the premises of the education and care service or through another facility, service or arrangement.

Your home must have safe, sanitary facilities for the storage of soiled clothes, linen and nappies before laundering or disposal.

## Food preparation facilities

Your home must have a designated area, that is both safe and hygienic, for food preparation and storage.

Facilities in the designated area must include a stove or microwave, sink, refrigerator, suitable disposal facilities and hot water supply.

Facilities for the preparation and storage of food must be designed, located and maintained so as to prevent children from gaining access to any harmful substance, equipment or amenity.

Any area in which bottles are prepared for children under the age of 2 years must be separate from any area in which nappy-changing facilities are provided.



# Home based education and care service – inspection checklist

## Toilets and washing facilities

Your home must have toilet, hand washing and bathing facilities that are safe and appropriate to the ages of the children at the service and must have products and equipment for cleaning those facilities whenever necessary.

## Nappy change facilities

The following facilities must be provided at your home if any child provided with the service wears nappies:

A stable surface for changing nappies, together with a mat that has an impervious washable surface.

Hand washing facilities for adults in the immediate vicinity of the nappy changing area.

Sanitary facilities for the storage of soiled nappies pending laundering or disposal of the nappies.

If the children's soiled clothing is laundered by a home based educator, adequate facilities for laundering the clothing or otherwise dealing hygienically with waste.

Facilities for the storage of clean nappies.

If any child is under the age of 3 years, the stable surface referred to above is to be a properly constructed nappy changing bench.

The nappy changing facilities must be designed, located and maintained so as to prevent unsupervised access by children.

The nappy changing facilities must be separated from food preparation facilities and craft preparation facilities.

## Sleeping facilities

Your home must have an adequate number of cots, beds, stretchers or sleeping mats (together with waterproof covers) or other culturally appropriate forms of bedding for all children who sleep whilst at the premises.



## Home based education and care service – inspection checklist

For the purposes of the above, the ages of children at the service, the program of activities of the service and hours of operation of the service are to be taken into account when determining adequate sleeping facilities.

Provision must be made at your home to ensure that:

Mattresses and other bedding are clean and comfortable, and

Bed clothing is appropriate to the climate, and

All bed clothing is kept clean and in good repair, and

There is individual bed linen and blankets for each child, and

Children do not share the same bed at the same time, and

Bed linen used by one child is washed before it is used by another child, and

No child who is of or above 7 years of age sleeps in the same room as another child of the opposite sex who is not a relative, and

No child who is of or above the age of 2 years, and (except with the written consent of a parent of the child) no child who is under the age of 2 years, sleeps in a room in which an adult is sleeping.

Cots, beds, stretchers, mattresses and other bedding at the premises of an education and care service must be arranged so as:

To be in an area that has natural light, and

To allow easy exit of any child, and

To allow easy access to any child, and

To reduce the risk of cross infection between children.



## Home based education and care service – inspection checklist

A sleeping area for children must be designed to ensure that all children in the area are readily accessible to you.

Cots must comply with the requirements of either the Australian/New Zealand Standard AS/NZS 2172:2010, *Cots for household use – Safety requirements* or the Australian/New Zealand Standard AS/NZS 2195:2010, *Folding cots – Safety requirements*.

### Storage facilities

Your home must have storage facilities (whether fixed or moveable) that are secure and inaccessible to children.

### Swimming pools

Any swimming pool at your home must be fenced to the standard to which a new swimming pool would be required to be fenced under the *Swimming Pools Act 1992*.

### Telephone

Your home must be equipped with an operating telephone or two-way radio capable of communication with, at least, the nearest police station, ambulance station, fire service, and medical emergency facility and that is readily accessible.

The telephone may include a mobile telephone, but only if the telephone has a reception adequate for communication as referred to above, and is maintained in a state of operation such that it may be used immediately at any time.

### Development and play equipment

Play equipment (whether fixed or not) used at your home must not constitute a hazard to children because of

The height from which a child can fall, or

The likelihood that a child can be trapped, pinched or crushed in the equipment or struck by it, or

Sharp or rough edges and projections or rust, or



## Home based education and care service – inspection checklist

Lack of stability

Play equipment used at your home must be safe and in good repair

All broken equipment and broken toys must immediately be removed from play areas.

Your home must have independent access for children to books and equipment that are suitable to the children's development and needs and that are representative of a diverse range of cultures.

Your home must be equipped with equipment that:

Is adequate and sufficient to meet the individual interests and capabilities of each child provided with the service, and

Is readily available for use by children and the home based service provider.

In determining the adequacy and sufficiency of equipment for the purposes of the above, the age, number and interests of children provided with the service must be taken into account.

### First aid kits

Your home must be equipped with a suitable and well stocked first aid kit.

The first aid kit must be inaccessible to children, but readily accessible to the home based service provider.

Adult and child cardio-pulmonary resuscitation charts must be displayed in a prominent position both inside and outside the part of the home used to provide the service.

### Fire safety equipment

Your home must have:

Appropriately located smoke detectors, and



## Home based education and care service – inspection checklist

A fire blanket that is kept adjacent to the cooking facilities at the premises, and

Appropriately located fire extinguishers.

All fire protection equipment at your home must:

Be tested in accordance with the Australian Standard entitled AS 1851-2005, *Maintenance of fire protection systems and equipment*, and

Be kept in proper working condition.

### Ventilation, light and heating

Your home must have access to natural light and must be properly ventilated, lit and heated when children are being provided with the service.

All heating and cooling units at your home must be adequately secured and guarded to prevent injury to children through contact with hot surfaces or moving parts or the emission of any sparks or flames.

The controls of all equipment at your home that may be hazardous to children must be guarded to prevent access by children.

Fans must be placed in a position that is inaccessible to children.

### Hot water

Children under school age who are provided with the service at your home must not have unsupervised access to any hot water supply.

Children of school age who are provided with the service at your home must not have unsupervised access to any hot water supply unless the hot water supply is regulated so as to keep it below the temperature at which a child can be scalded.

### Fencing

Any part of your home that is designated for outdoor play space must be fenced on all sides.



## Home based education and care service – inspection checklist

- The design and height of any fence or gate at your home must prevent children from scaling or crawling under or through it and must inhibit or impede intruders from entering the premises.
- Any side of a stairway, ramp, corridor, hallway or external balcony at your home that is not abutting a wall must be enclosed to prevent a child being trapped or falling through.
- All gates leading to or from your home must be designed so as to prevent children from entering or leaving the premises unsupervised.
- Child-proof barriers that are appropriate to the ages of children provided with the service must be provided at the top and bottom of stairs at your home if the Regulatory Authority so requires by notice in writing served on you.

### Glass

You must ensure that any glazed area of your home that is in a room or other place accessible to children and is 0.75 metres or less above the level of the floor:

- Is glazed with safety glass, if the *Building Code of Australia* requires the area to be glazed with safety glass, or
- In any other case:
- Is treated with a product that prevents glass from shattering if broken, or
- Is guarded by barriers that prevent a child from striking or falling against the glass.

### Cleanliness, maintenance and repairs

- Your home, and all equipment and furnishing used in providing the education and care service, must be maintained in a safe, clean and hygienic condition and in good repair at all times.
- You must use your best endeavours to ensure that any buildings and grounds at your home are kept free of vermin and pests.
- Your home must not be fumigated while children are attending the premises.



# Home based education and care service – inspection checklist

Your home must be fitted with appropriate devices that:

Are designed to prevent children from gaining access to power points or other electrical outlets, and

Are designed to minimise the risk of electrical shocks arising from electrical wiring.

You must ensure that your home is kept clean of garbage, rubbish and rubble.