



Licensing Services: Evidence Resource

Introduction

An important safeguarding mechanism within the Department for Child Protection (DCP) is the licensing of Children's Residential Facilities (CRF), Foster Care Agencies (FCA) and Kinship Care Agencies (KCA).

Following a comprehensive review of DCP's licensing processes in 2020, a refreshed approach has been developed to ensure DCP's licensing process is:

- aligned to the requirements within the *Children and Young People (Safety) Act 2017* (CYPs Act)
- thorough and provides quality in order to safeguard children and young people in care
- transparent and consistent
- based on the National Principles for Child Safe Organisations, DCP quality and safeguarding Framework and the Charter of Rights for Children and Young People in Care.

Overview

The Licensing Services: Evidence Resource (the Evidence Resource) will support service providers during the licensing process and includes detailed information about licensing requirements including accepted evidence and rationale. This resource also aligns requirements to relevant legislation, national principles, best practice guidelines and published reports.

The Evidence Resource provides a list of requirements to be provided by service providers. Items that are required for national quality accreditation, namely Australian Service Excellence Standards (ASES) or Quality Improvement Council (QIC) accreditation, are not required to be provided again to DCP.

Using the Evidence Resource

The Evidence Resource follows each of the stages of the licensing process and has been divided into three sections:

- Section 1: Stage 2 - Organisational level assessment
- Section 2: Stage 3a - Agency level assessment (Foster Care Agency/Kinship Care)
- Section 3: Stage 3b - Facility level safety check (Children's Residential Facility).

All requirements have been allocated to one of the following categories:

Governance and Quality Systems	Sound governance and quality systems set a benchmark for the delivery of high level care and to maximise outcomes for children and young people.
People	Quality systems implemented ensuring people providing direct care to children and young people are safe, supported and possess the required skills, qualifications and experience to safeguard children.
Partnering with Consumers	Organisation systems designed and used to support children, young people, carers, families and consumers to be partners in the delivery of care.
Property, Assets and Maintenance	The organisation provides and maintains properties and assets, ensuring safe environments.
Connection to Culture and Diversity	Systems support children, young people, carers and families to actively participate as valued members of their chosen community.

It is important to note that the examples of evidence outlined within the Evidence Resource are not exhaustive and, where necessary, service providers are encouraged to work with DCP Licensing Compliance Officers to assist in further understanding and interpreting requirements. It is strongly recommended the Licensing Services: quality and compliance Framework be read prior to using the Evidence Resource, to develop a sound understanding of DCP licensing processes.

SECTION 1

Stage 2: Organisational level assessment

Category 1: People

1.1 Fit and proper assessment
Measures
1.1.1 Chief Executive Officer (CEO) and all Directors of the Board assessed as Fit and proper (if body corporate is licensee) 1.1.2 Licensee assessed as Fit and proper (if individual/CEO is licensee)
Evidence
<ul style="list-style-type: none"> DCP Licensing Services Fit and proper certification, including date attained and date of expiry
Rationale
<ul style="list-style-type: none"> CYPs Act National Principles for Child Safe Organisations – Principle 1 and 7

Category 2: Governance and Quality Systems

2.1 Quality Accreditation
Measures
2.1.1 Australian Service Excellence Standards (ASES) or Quality Improvement Council (QIC) Accreditation 2.1.2 National Disability Insurance Scheme (NDIS) certification (NDIS providers only)
Evidence
<ul style="list-style-type: none"> Quality Accreditation Certificate NDIS Certificate of Registration and copy of last compliance report (NDIS providers only)
Rationale
<ul style="list-style-type: none"> DCP service provision requirement NDIS requirement National Principles for Child Safe Organisations – Principle 1

2.2 Governance
Measures
2.2.1 Insurance (Professional Indemnity and Vehicle Insurance) 2.2.2 Reconciliation Action Plan (RAP)
Evidence
<ul style="list-style-type: none"> Professional Indemnity certificate of currency Public Liability certificate of currency Fleet vehicle certificate of currency Copy of RAP or evidence the organisation is working towards the development of a RAP
Rationale
<ul style="list-style-type: none"> DCP service provision requirement SA Aboriginal Affairs Action Plan National Principles for Child Safe Organisations – Principle 1

2.3 Child Safe Environments
Measures
2.3.1 Child Safe Environments Compliance
Evidence
<ul style="list-style-type: none"> Copy of current Child Safe Environments Compliance Statement
Rationale
<ul style="list-style-type: none"> Child Safety (Prohibited Persons) Act 2016 National Principles for Child Safe Organisations – Principle 1

2.4 Policies and Procedures – Child Protection and Duty of Care

Measures

2.4 Provide copies of relevant policies and procedures

Evidence and key points to include in policies and procedures

2.4.1 Child Protection policy/procedure

For example, policy may include but not limited to:

- legal requirements including CYPS Act, definitions of mandated notifiers including who in agency/organisation
- descriptions of harm/abuse, descriptors for determining suspicion of harm/abuse
- procedures for notifying and handling allegations
- requirement to embed/incorporate the Aboriginal and Torres Strait Islander Child Placement Principle (including the 5 core elements and precursor).

2.4.2 Duty of Care policy/procedure

For example, policy may include but not limited to:

- duty of care to self and others
- responsibilities and obligations
- client dignity, respect and choice
- management of breaches.

Rationale

- [CYPS Act](#)
- [Aboriginal and Torres Strait Islander Child Placement Principle](#)
- [Safe Work Australia](#)
- [National Principles for Child Safe Organisations](#) – Principle 1, 5 and 10

2.5 Policies and Procedures - Risk Management

Measures

2.5 Provide copies of relevant policies and procedures

Evidence

2.5.1 Significant incident reporting and care concern management and debriefing policy/procedure

For example, policy may include but not limited to:

- definition of a significant incident, roles and responsibilities (including care concern management information)
- steps to ensure a coordinated and appropriate response, required regulatory reporting and communication (for example DCP, NDIS)
- debriefing processes
- information about the [Statement of Commitment](#) for South Australian Foster and Kinship Carers
- communication with and support available for staff and carers during and after investigation
- suspension of duties
- non-contact with CYP
- managing conflict
- cultural diversity.

2.5.2 Emergency response, fire and evacuation policy/procedure

For example, policy may include but not limited to:

- prevention mechanisms
- emergency response
- notifications required
- evacuation procedures (including drills)
- medical treatment and assistance
- training and information for staff
- fire and first aid equipment required and testing frequency (fire equipment servicing 6 monthly/smoke alarm testing monthly).

2.5.3 Motor vehicle/CYP transport policy/procedure

For example, policy may include but not limited to:

- consideration of individual needs of the child or young person
- approved child restraint requirements and training in the fitting of restraints

- vehicle maintenance, registration and insurance
- licence requirements for staff
- Exclusion of motor bikes (not appropriate transport for CYP).

Rationale

- [DCP Significant Incident Management – Requirements for Service Providers](#)
- [Safe Work Australia](#)
- [Motor Vehicles Act 1959](#) (SA) and [Regulations 2010](#)
- [AS/NZS 1754 Car restraints](#)
- [National Principles for Child Safe Organisations](#) – Principle 1, 5 and 7

2.6 Policies and Procedures - Staffing

Measures

2.6 Provide copies of relevant policies and procedures

Evidence

2.6.1 Worker Clearance policy/procedure

For example, policy may include but not limited to:

- requirement for WWCC and NDIS Worker check (where applicable) for staff (and carers, adult residents and regular visitors who have unsupervised access to CYP for FCA/KCA)
- commencement of renewals prior to expiry
- how renewals are monitored and managed
- recording outcomes
- management of adverse findings
- decision making criteria
- psychological assessment requirements (for CRF staff).

2.6.2 Ongoing training policy/procedure for staff and carers

For example, policy may include but not limited to:

- training requirements for staff and carers
- commitment to ongoing training and development
- records of attainment
- record keeping
- evaluation of training material/courses.

Rationale

- [Child Safety \(Prohibited Persons\) Act 2016](#)
- [CYPs Act](#)
- [National Principles for Child Safe Organisations](#) – Principle 1, 5 and 7

2.7 Policies and Procedures – Culture, diversity and inclusion

Measures

2.7 Provide copies of relevant policies and procedures

Evidence

2.7.1 Cultural Connection policy

For example, policy may include but not limited to:

- support for CYP to participate in significant events for example Aboriginal ceremonies, funerals, sorry business, cultural events.

2.7.2 Disability, Access and Inclusion plan

For example, policy may include but not limited to:

- organisational commitment to break down barriers (including attitudes, physical, communication and social)
- ensuring the abilities, strengths, goals and needs of people living with disability are acknowledged and respected
- proactive approach to creating an inclusive and accessible environment
- assurance to engage relevant support persons/services when required (for example disability consultant/support worker).

Rationale

- [CYPS Act](#)
- [Safe Work Australia](#)
- [National Principles for Child Safe Organisations](#) – Principle 4 and 5

2.8 Policies and Procedures – Placement

Measures

2.8 Provide copies of relevant policies and procedures

Evidence

2.8.1 Family contact policy/procedure

For example, policy may include but not limited to:

- commitment to support family contact (including with siblings and extended family and kin network for Aboriginal CYP specifically)
- supporting CYP before and after contact
- support other relevant and appropriate contacts (for example previous carers).

2.8.2 CRF Placement, referral and movement policy/procedure

For example, policy may include but not limited to:

- admission criteria
- defined target group and age range
- referral procedures
- purpose of care
- statement of numbers of CYP per placement
- transition or movement of CYP processes
- placement breakdown and transition to independent living
- support to CYP before and after contact with family
- support for CYP to participate in cultural activities/events
- exit processes (including carer exit survey)
- ensure cultural safety including creating culturally safe spaces and the application of the Aboriginal and Torres Strait Islander Child Placement Principle
- supporting CYP to meet their educational and developmental needs
- factors determining placement appropriateness (for example match with other CYP, capacity, resources, individual CYP needs)
- application of the Culturally and Linguistically Diverse (CALD) Child Placement Policy
- consideration to nature of family contact
- file and records transfer
- appropriate notifications (for example regulatory body, family).

2.8.3 FCA Placement referral and movement policy/procedure

For example, policy may include but not limited to:

- admission criteria
- defined target group and age range
- referral procedures
- purpose of care
- statement of numbers of CYP per placement
- transition or movement of CYP processes
- placement breakdown and transition to independent living
- support to CYP before and after contact with family
- support for CYP to participate in cultural activities/events
- exit processes (including carer exit survey)
- ensure cultural safety including creating culturally safe spaces and the application of the Aboriginal and Torres Strait Islander Child Placement Principle
- factors determining placement appropriateness (for example match with other CYP, capacity, resources, individual CYP needs)
- application of the CALD Child Placement Policy for CYP from CALD backgrounds.

2.8.4 KCA Placement referral and movement policy/procedure

For example, policy may include but not limited to:

- temporary placement policy (including use of Winangay Temporary Placement Safety and Risk Tool, and DCP Temporary Placement Assessment Tool)
- transition or movement of CYP processes
- support to CYP before and after contact with family
- support for CYP to participate in cultural activities/events
- carer training plan informed by CYP's DCP case plan and exit processes (including carer exit survey).

2.8.5 Transition to independent living policy/procedure

For example, policy may include but not limited to:

- teaching of independent living skills
- help with finding accommodation
- help in obtaining income
- commitment to supporting CYP and carers through transition.

2.8.6 Reunification planning policy/procedure

For example, policy may include but not limited to:

- how service provider supports reunification (participation in case planning, alternative care agreements, care meetings and implementing agreed outcomes) and works with DCP to recognise opportunities in the best interest of the CYP.

Rationale

- [Aboriginal and Torres Strait Islander Child Placement Principle](#)
- [Culturally and linguistically diverse child placement Policy](#)
- [DCP CARU procedures](#)
- [National Principles for Child Safe Organisations](#) – Principle 3, 4 and 10

2.9 Policies and Procedures – CYP Wellbeing and Safety

Measures

2.9 Provide copies of relevant policies and procedures

Evidence

2.9.1 Supporting CYP wellbeing (including emotional and mental health) policy/procedure

For example, policy may include but not limited to:

- effects of harm, abuse and neglect
- loss, grief and trauma, suicide ideation and self-harming behaviour
- supporting CYP access to appropriate physical, behavioural, emotional and other therapeutic intervention strategies (including working with relevant professionals and support agencies).

2.9.2 Supervision of CYP and behaviour management policy/procedure/guidelines

For example, policy may include but not limited to:

- how to respond to and manage challenging behaviour
- reinforcing positive behaviour development
- appropriate supervision
- discipline and consequences (corporal punishment being noted as unacceptable).

2.9.3 No Smoking policy

For example, policy may include but not limited to:

- staff and carers not to smoke inside the home or in the presence of CYP.

2.9.4 Alcohol and Substance Misuse policy

For example, policy may include but not limited to:

- recognising and responding to intoxication safely (including monitoring at regular intervals during sleeping for safety if CYP is intoxicated)
- reporting requirements (for example management, DCP, NDIS if required).

2.9.5 Relationships policy/practice guide

For example, policy may include but not limited to:

- building and maintaining positive relationships
- understanding effects of harm, abuse, neglect, and trauma (including intergenerational trauma)
- building respect and trust

- understanding attachment (including network of attachment relationships in Aboriginal families)
- maintaining appropriate boundaries
- other complex needs.

2.9.6 Sexuality and Sexual Health policy

For example, policy may include but not limited to:

- how CYP are supported with their sexual health and to develop a positive self-identity
- acceptance and respect of differing sexual orientations and gender identities.

2.9.7 Online/Cyber Safety policy

For example, policy may include but not limited to:

- requirement to educate and guide CYP about safe and responsible online behaviour
- who to go to when they feel unsafe
- establish age appropriate online safety agreements for CYP
- commitment to software that blocks content inappropriate for CYP.

2.9.8 Infection control, communicable disease management and hygiene policy/procedure

For example, policy may include but not limited to:

- use of personal protective equipment (PPE) including hand hygiene
- prevention of needle stick injuries (if applicable)
- respiratory hygiene and cough etiquette
- regular cleaning (including linen, waste disposal, CYP care equipment)
- general household hygiene.

2.9.9 Safe food handling and nutrition policy

For example, policy may include but not limited to:

- ensuring food is disposed of at use by/best before dates
- appropriate storage maintained
- cross-contamination prevention
- use of healthy foods
- individual CYP needs taken into account.

2.9.10 Dispensing medication and medical emergencies policy/procedure

For example, policy may include but not limited to:

- right medication to right CYP, right dose, right time, right route
- medication error procedures
- right to refuse medication
- recording of administration/outcome
- storage security and disposal
- DCP or doctor approval to administer medication
- emergency medical processes (for example first aid, dial 000, ambulance notification, notify DCP)
- definition of 'dispensing medication' that is a worker supports, assists and encourages a child or young person to take approved medications or provides medication to an approved third party to provide to the child or young person.

2.9.11 Hot weather and sun smart policy/procedure

For example, policy may include but not limited to:

- sun protective behaviours including minimising UV exposure
- extreme heat behaviours including signs of heat stress and action to take.

Rationale

- [CYPS Act](#)
- DCP Foundational Theories and Knowledge Practice Papers:
 - [Substance misuse by caregivers](#)
 - [Relationship based practice](#)
 - [Trauma](#)
 - [Understanding mental health difficulties in a child protection context](#)
- [Food Safety Guidelines and Australian Guide to Healthy Eating](#)
- [DCP E-safety procedure](#)
- [SunSmart \(Cancer Council\)](#)
- [SA Health Healthy in the Heat advice](#)
- [National Principles for Child Safe Organisations](#) – Principle 3, 5, 7, 8 and 10

2.10 Human Resource Management

Measures

- 2.10.1 Induction program/package for staff and volunteers (*if not ASES accredited*)
- 2.10.2 Induction program/package for carers

Evidence

- Copy of induction program/package, including:
 - service provider orientation
 - awareness of Code of Conduct and all policies and procedures
 - role and function of DCP
 - training to complete, commitment to ongoing development (including education plans, child development, disability and special needs, life domains and case planning, family contact)
 - Work Health and Safety (WHS), conflict management.
- Additional training for FCA/KCA staff if required:
 - home visiting, carer assessment and review.

Rationale

- [DCP Service Provider Personnel Requirements](#)
- [Child Safety \(Prohibited Persons\) Act 2016](#)
- [CYPs Act](#)
- [National Principles for Child Safe Organisations](#) – Principle 1 and 7

3.1 Carer Selection, Recruitment and Assessment – Foster Care Agencies Only

Measures

- 3.1 Provide copies of relevant policies and procedures

Evidence

3.1.1 Foster Carer Recruitment Policy

For example, policy may include but not limited to:

- recruitment methods used
- selection criteria
- application process, interviews and timeframes
- information provided to carers re: benefits, challenges and expectations of role
- commitment to ongoing training (including culturally appropriate options).

3.1.2 Foster Carer Assessment Policy

For example, policy may include but not limited to:

- agency compliance with Step-by-Step (provision of information book, registration of interest, information exchange, formal application, competency based assessment interviews)
- nature of assessment including that all family members are interviewed
- Aboriginal co-assessor for assessment of Aboriginal culturally capable behaviours and developing cultural competency
- assessment completed and submitted within five months of assessments commencing
- engaging a cultural consultant or interpreter as required
- completion of Shared Lives training required
- mandatory checks to be completed (GP report, WWCC, two reference checks, house plan, household safety checklist, bushfire survival plan where applicable)
- mandatory training to be completed (as per [Carer and Personnel Requirements](#))
- service provider to work with CARU regarding any adverse findings from checks
- feedback to carers about WWCC outcome and any areas of concern during assessment.

3.1.3 Foster Carer Appointment and Cancellation Policy

For example, policy may include but not limited to:

- approval and appointment (including carer aware of any conditions, expectations, responsibilities, entitlements and support)
- service provider manager authorises recommendations for approval

- non-approval (including no reapplication for two years)
- appeal rights and procedures
- management of carer details
- confidentiality agreements
- [Charter of Rights for Children and Young People in Care](#) provided to carers
- resignation and cancellation procedures
- two-yearly review and approval procedures.

3.1.4 Foster Carer Support, Supervision and Debriefing Policy

For example, policy may include but not limited to:

- allocated carer support worker and contact availability
- information sessions/workshops/training (including session structure/style, content and purpose of sessions)
- frequency of home visits
- record keeping and access to Freedom of Information (FOI)
- information about the [Statement of Commitment](#) for South Australian Foster and Kinship Carers
- carers unique knowledge is acknowledged and valued
- carers are supported to contribute to decision making
- provision of information to make informed choice on placement
- planned respite
- financial and practical assistance
- information about Connecting Foster and Kinship Carers SA.

3.1.5 Notification of change in circumstances Policy

For example, policy may include but not limited to:

- notification to CARU within five days of any new criminal charges
- details of any new adults in household who will provide care for CYP
- any new involvement with child protection authorities.

Rationale

- [Aboriginal and Torres Strait Islander Child Placement Principle](#)
- [Statement of Commitment](#) for South Australian Foster and Kinship Carers
- [Culturally and linguistically diverse child placement Policy](#)
- [DCP Agency Carer Approval Policy](#)
- [National Principles for Child Safe Organisations](#) – Principle 10

4.1 Carer Selection, Recruitment and Assessment – Kinship Care Agencies Only

Measures

- 4.1 Provide copies of relevant policies and procedures

Evidence

4.1.1 Kinship Carer Family Scoping and Finding Policy

For example, policy may include but not limited to:

- placement aligns with the hierarchy of placements
- scoping of family and kin for placement options undertaken at the earliest opportunity with family
- consideration of CYP and their family's views including engagement with extended family and kin network.

4.1.2 Kinship Carer Assessment Policy

For example, policy may include but not limited to:

- agency compliance with Winangay (provision of information book, registration of interest, information exchange, formal application, competency based assessment interviews)
- nature of assessment including that all household members are interviewed
- Aboriginal co-assessor for assessment of Aboriginal culturally capable behaviours/developing cultural competency
- assessment submitted to CARU within eight weeks of assessment commencing
- engaging an Aboriginal cultural consultant or interpreter as appropriate
- mandatory checks to be completed and mandatory training to be completed pre-registration
- service provider to work with CARU regarding any adverse check findings
- review and approval procedures
- feedback to carers about WWCC outcome and any areas of concern during assessment

- final summary report (in Winangay format).

4.1.3 Kinship Carer Support, Supervision and Debriefing Policy

For example, policy may include but not limited to:

- allocated carer support worker, 24/7 contact availability
- information sessions/workshops/training and provision of information to make informed placement choice
- frequency of home visits
- record keeping and access to FOI
- information about the [Statement of Commitment](#) for South Australian Foster and Kinship Carers
- carers unique knowledge is acknowledged and valued
- planned respite
- financial, practical assistance
- information about Connecting Foster and Kinship Carers SA
- carers are supported to contribute to decision making.

Rationale

- [DCP Service Provider Personnel Requirements](#)
- [National Standards of Out of Home Care](#) – Standard 12
- [National Principles for Child Safe Organisations](#) – Principle 3, 4, 6 and 10
- [Statement of Commitment](#) for South Australian Foster and Kinship Carers

SECTION 2

Stage 3a: Agency level assessment (Foster Care Agency/Kinship Care Agency)

Category 1: People

1.1 Staff Training (including external contract staff, volunteers and students if applicable)
Measures
1.1.1 Copy of Staff Compliance Register 1.1.2 All staff working in agency are listed on register
Evidence
<ul style="list-style-type: none"> Staff Compliance Register with applicable carer and personnel requirements (only applicable to licence holders who provide services to DCP) Evidence of WWCC renewal system
Rationale
<ul style="list-style-type: none"> Child Safety (Prohibited Persons) Act 2016 Disability Inclusion Act 2018 Disability Inclusion (NDIS Worker Check) Regulations 2020 Carer and Personnel Requirements service provision requirement Safe Work Australia First Aid in the Workplace Code of Practice (section 3.5) National Principles for Child Safe Organisations – Principle 1, 5 and 7
1.2 Carer Training (including external contract staff, volunteers and students if applicable)
Measures
1.2.1 Copy of Carer Compliance Register 1.2.2 All carers within agency are listed on register 1.2.3 Process to manage and coordinate carer training
Evidence
<ul style="list-style-type: none"> Carer Compliance Register with applicable carer requirements Evidence of carers requiring specific training for specific care of individual CYP
Rationale
<ul style="list-style-type: none"> Child Safety (Prohibited Persons) Act 2016 CYPs Act Disability Inclusion Act 2018 Disability Inclusion (NDIS Worker Check) Regulations 2020 DCP Carer and Personnel Requirements National Standards of Out of Home Care National Principles for Child Safe Organisations – Principle 1, 5 and 7
1.3 Staff Support
Measures
1.3.1 Staff receive regular supervision and support, with wellbeing supported
Evidence
<ul style="list-style-type: none"> Evidence of access to supervision opportunities Documents available to support supervision are accessible to supervisors and staff (for example intranet, portal) Employee access program (EAP) details available and accessible
Rationale
<ul style="list-style-type: none"> National Principles for Child Safe Organisations – Principle 5

1.4 Carer Support

Measures

1.4.1 Carers receive regular support and development

Evidence

- Case worker is assigned from agency
- Evidence of carer agreements that are developed in partnership with carers and agency, following the principles in the Statement of Commitment to South Australian Foster and Kinship Carers
- Access to information and appropriate training is available to carers for example intranet, portal

Rationale

- Supporting document to [Statement of Commitment](#)
- [National Standards for Out of Home Care](#)
- [National Principles for Child Safe Organisations](#) – Principle 5

Category 2: Governance and Quality Systems

2.1 Rights and Responsibilities

Measures

- 2.1.1 CYP are informed of their rights and responsibilities, including how to lodge a complaint
2.1.2 Carers are informed on their rights and responsibilities, including how to lodge a complaint

Evidence

- Reading material provided, such as [Being in Care booklet](#)
- [Charter of Rights for Children and Young People in Care provided to CYP and carers](#)
- Information is appropriate to CYP capacity and understanding
- Welcome Pack including information for CYP who entered placement in previous 12 months and [Foster/Kinship Carers Charter and Standards of Care](#)
- Acknowledgement of receipt of welcome pack (at least two examples)

Rationale

- [Charter of Rights for Children and Young People in Care](#)
- [National Principles for Child Safe Organisations](#) – Principle 2, 4 and 6
- [CYPS Act](#)

2.2 Carer Assessment and Record Keeping

Measures

- 2.2.1 System in place for Carer Reviews
2.2.2 Carer records are securely stored, maintained and recorded in a timely manner
2.2.3 Carer Agreements developed in line with DCP requirements

Evidence

- Evidence of a recording and monitoring system for Carer Reviews
- Electronic and/or hard copy files for each carer is available and stored securely

Rationale

- [National Standards for Out of Home Care](#)
- [CYPS Act](#)
- [National Principles for Child Safe Organisations](#) – Principle 1

2.3 Client Incident and Care Concern Management

Measures

- 2.3.1 Client incidents and care concerns are managed, reported, recorded and actioned appropriately
- 2.3.2 Agency staff participation in care concern Planning Discussion and Strategy Discussion meetings

Evidence

- Accessibility to incident management forms that is via intranet, portal
- Evidence of records of care concerns being raised and managed
- Evidence of agency supporting carer through care concern management process

Rationale

- [Care Concerns service provision requirement](#)
- [National Principles for Child Safe Organisations](#) – Principle 1

2.4 Emergency Response

Measures

- 2.4.1 Bushfire Survival Plan

Evidence

- Bushfire survival plans are in place for carers' homes in bushfire risk areas
- Sight at least two examples for homes identified by South Australian Country Fire Service (CFS) Bushfire Safer Places website address checker as in a bushfire risk zone

Rationale

- [Work Health and Safety Act 2012](#) and [Regulations](#)
- [Safe Work Australia First Aid in the Workplace Code of Practice \(section 3.1 and 3.2\)](#)
- [CFS of SA](#)
- [National Principles for Child Safe Organisations](#) – Principle 1

Category 3: Partnering with Consumers

3.1 Voice of the Child or Young Person

Measures

- 3.1.1 CYP have the opportunity to participate in decisions affecting them and feel supported

Evidence

- Evidence of participation in Annual Reviews (or invitation to participate)
- Evidence of participation in case planning (or invitation to participate)

Rationale

- [Charter of Rights for Children and Young People in Care](#)
- [CYPS Act](#)
- [National Standards of Out of Home Care](#)
- [National Principles for Child Safe Organisations](#) – Principle 2

3.2 Carer Participation

Measures

- 3.2.1 Carer participation in case planning
- 3.2.2 Carer working with specialist support (where applicable)

Evidence

- Evidence of attendance at case planning and Annual Reviews
- Evidence of attendance at appointments with specialist support agencies

Rationale

- [National Standards of Out of Home Care](#)
- [National Principles for Child Safe Organisations](#) – Principle 5

Category 4: Connection to Culture and Diversity

4.1 Family, Community and Cultural Connection

Measures

- 4.1.1 CYP have opportunities to connect to family and community.

Evidence

- CYP access visits (where appropriate)
- Contact with siblings where possible
- Opportunity to attend community events/activities
- CYP have important items to them, and/or of cultural or religious significance to them on display or readily available to them (for example photos, artwork, ornaments, instruments, jewellery and mementos)

Rationale

- [Charter of Rights for Children and Young People in Care](#)
- [CYPS Act](#)
- [National Principles for Child Safe Organisations](#) – Principle 4

Category 5: Property, Assets and Maintenance

5.1 Motor Vehicles

Measures

- 5.1.1 Vehicles allocated to site are safe and secure

Evidence

- Servicing is up to date
- Roadside assistance is available and contact details are accessible

Rationale

- [National Principles for Child Safe Organisations](#) – Principle 8

SECTION 3:**Stage 3b - Facility level safety check (Children's Residential Facility)****Desktop Assessment****Category 1: People**

1.1 Staff Training
Measures
1.1.1 Provide a copy of the Staff Compliance Register 1.1.2 All staff working in a facility are listed on the Staff Compliance Register 1.1.3 If volunteers, students or contract staff utilised, compliance register with their details are provided
Evidence
<ul style="list-style-type: none"> Staff Compliance Register with applicable personnel requirements <ul style="list-style-type: none"> <i>A copy of the Staff Compliance Register is required for renewals only. If a new facility does not have children residing in the property at the time of the licence being issued, service providers are not required to provide the Staff Compliance Register. New facilities are required to provide the Staff Compliance Register within four weeks of an accepted referral for children allocated to the property.</i> Evidence of WWCC renewal system
Rationale
<ul style="list-style-type: none"> Child Safety (Prohibited Persons) Act 2016 Disability Inclusion Act 2018 Disability Inclusion (NDIS Worker Check) Regulations 2020 DCP Service Provider Personnel Requirements Safe Work Australia First Aid in the Workplace Code of Practice (section 3.5) National Principles for Child Safe Organisations – Principle 5

Category 2: Governance and Compliance Systems

2.1 Work Health and Safety
Measures
2.1.1 Work Health and Safety Inspection Report 2.1.2 Residual Current Device (RCD) Compliance
Evidence
<ul style="list-style-type: none"> Copy of most recent quarterly WHS Inspection Report Documentation which shows that RCD/safety switches are being tested on a six monthly basis
Rationale
<ul style="list-style-type: none"> Work Health and Safety Act 2012 National Principles for Child Safe Organisations – Principle 8 and 10
2.2 Emergency Response
Measures
2.2.1 Emergency Response Plan 2.2.2 Bushfire Survival Plan
Evidence
<ul style="list-style-type: none"> Emergency Response Plan (that is natural disasters, explosions, medical emergencies, rescues) CFS Bushfire Safer Places website address check indicates facility is/is not in a Bushfire Safer Places zone Bushfire Survival Plan in place if facility is in risk zone
Rationale
<ul style="list-style-type: none"> Work Health and Safety Act 2012 and Regulations Safe Work Australia First Aid in the Workplace Code of Practice (section 3.1 and 3.2) CFS of SA National Principles for Child Safe Organisations – Principle 5, 7 and 8

Category 3: Property, Assets and Maintenance

3.1 Fire Safety 3.2 Electrical Safety 3.3 Property
Measures
3.1.1 Fire Safety and Equipment documentation 3.2.1 Test and Tag Report (Electrical) 3.3.1 Asbestos Register and Management Plan 3.3.2 Building insurance (per facility)
Evidence
<ul style="list-style-type: none"> Copy of most recent Fire Safety and Equipment documentation, including servicing documentation Records of consecutive monthly tests conducted (fire alarms) Copy of most recent itemised Test and Tag Report (12-monthly requirement for items 12 months or older) Electrical Certificate of Compliance for any required work If building constructed after 31/12/2003, evidence of year built required If building constructed pre 2004; Asbestos Register is provided and Asbestos Management Plan is within date (updated five-yearly if asbestos present), visible, accessible and any actions determined in it are completed Copy of current Building insurance certificate/s (required for each licenced facility)
Rationale
<ul style="list-style-type: none"> National Construction Code 2019 Volume 2 Safe Work Australia WHS Regulations 2012 (Chapter 8) How to manage and control asbestos in the workplace - Code of Practice National Principles for Child Safe Organisations – Principle 8

Onsite Assessment

Category 4: Governance and Compliance Systems

4.1 Rights and Responsibilities
Measures
4.1.1 CYP are informed of their rights and responsibilities 4.1.2 CYP and their families are informed of their rights to lodge a complaint, know how to, and advised of the outcome
Evidence
<ul style="list-style-type: none"> Current Charter of Rights for Children and Young People in Care available Reading material provided, such as Being in Care booklet Welcome Pack including relevant information for CYP who entered placement in last 12 months
Rationale
<ul style="list-style-type: none"> Charter of Rights for Children and Young People in Care National Principles for Child Safe Organisations – Principle 2, 4 and 6

4.2 Client Incidents
Measures
4.2.1 Client incidents are handled appropriately and reported as required
Evidence
<ul style="list-style-type: none"> Access to relevant incident reporting forms (for example intranet, portal) DCP is notified via the NGO/Agency incident report form (if CYP under guardianship) or that the funding body has been notified
Rationale
<ul style="list-style-type: none"> DCP Significant Incident Management - Requirements for Service Providers National Principles for Child Safe Organisations – Principle 5

4.3 Work Health and Safety

Measures

- 4.3.1 Staff are able to access WHS policies and procedures
- 4.3.2 There is a WHS representative

Evidence

- WHS policies and procedures are accessible on the intranet or via hard copy
- WHS representative details are accessible by staff

Rationale

- [Work Health and Safety Act 2012](#)
- [National Principles for Child Safe Organisations](#) – Principle 8 and 10

4.4 Online Safety

Measures

- 4.4.1 CYP is assisted to protect themselves from online harm

Evidence

- Evidence sighted of discussion with CYP regarding age appropriate online safety agreement and signed by CYP where possible
- Report available from ICT to evidence restricted access/blocked content

Rationale

- [National Principles for Child Safe Organisations](#) – Principle 8

4.5 Evacuation Procedures

Measures

- 4.5.1 Staff have access to information regarding fire, emergency and evacuation procedures
- 4.5.2 CYP are aware of evacuation procedures
- 4.5.3 There is adequate signage in the case of evacuation
- 4.5.4 Evacuation drill held six monthly, and within two weeks of change of occupancy involving staff and CYP

Evidence

- Staff training and staff induction is evident
- Evacuation diagrams are displayed and updated five yearly
- Exit signs displayed at exit points on path of egress
- Documentation of evacuation drill is available, including names of participants that demonstrates drills are occurring at least every six months

Rationale

- [AS 3745/2010 Planning for emergencies in facilities](#)
- [National Principles for Child Safe Organisations](#) – Principle 5, 7 and 8

4.6 Emergency Response

Measures

- 4.6.1 Communication avenues are available

Evidence

- A working mobile or landline is available with appropriate portable charger or battery pack
- Duress alarms are working and accessible to staff
- A list of emergency contact numbers are easily accessible

Rationale

- [Work Health and Safety Act 2012](#) and [Regulations](#)
- [CFS of SA](#)
- [National Principles for Child Safe Organisations](#) – Principle 5, 7 and 8

Category 5: People

5.1 Staff Compliance	
Measures	
5.1.1 All staff listed on Staff Compliance Register (including temporary agency staff, volunteers and/or students)	
Evidence	
<ul style="list-style-type: none"> Spot check undertaken for at least two staff against compliance register requirements 	
Rationale	
<ul style="list-style-type: none"> CYPS Act 	

5.2 Staff Support	
Measures	
5.2.1 Staff receive regular supervision and support, with wellbeing supported	
Evidence	
<ul style="list-style-type: none"> Evidence of access to supervision Documents available that support supervision are accessible to supervisors and staff (for example intranet, portal) Employee Assistance Program details available and accessible 	
Rationale	
<ul style="list-style-type: none"> National Principles for Child Safe Organisations – Principle 5 	

Category 6: Partnering with Consumers

6.1 Client Records	
Measures	
6.1.1 Staff handover process 6.1.2 An up to date file for each client is stored securely 6.1.3 Medical records/health information is available (if applicable) 6.1.4 Medicines are stored securely and administered and recorded as required	
Evidence	
<ul style="list-style-type: none"> Sighting of logbook, diary observation log or communication book in use Handover checklist in use Hard copy and/or electronic file available and stored securely Electronic logs are kept Evidence case notes are entered daily is sighted Evidence of copies of medical records/health information sighted Medication kept in staff office with records of medication administered sighted 	
Rationale	
<ul style="list-style-type: none"> Children and Young People (Safety) Regulations 2017 Charter of Rights for Children and Young People in Care National Principles for Child Safe Organisations – Principle 1 and 5 	

6.2 Case Planning and Case Management	
Measures	
6.2.1 CYP current case plan	
Evidence	
<ul style="list-style-type: none"> Evidence that a copy of the case plan has been requested from the DCP Caseworker Evidence that the facility supports case plan goals Contact details of DCP case workers are available Evidence of attendance of staff at care team meetings, Complex Case Review Meetings (if applicable) 	
Rationale	
<ul style="list-style-type: none"> CYPS Act Charter of Rights for Children and Young People in Care National Principles for Child Safe Organisations – Principle 4 	

6.3 Voice of the Child or Young Person

Measures

6.3.1 CYP is provided with opportunities to participate in decisions affecting them, and communicate whether they feel supported and safe

Evidence

- Feedback provided by CYP in comments/resident meetings
- Evidence that facility supports the voice of the CYP
- Complaints made by the CYP in relation to their residence in the facility is available

Rationale

- [Charter of Rights for Children and Young People in Care](#)
- [CYPs Act](#)
- [National Principles for Child Safe Organisations](#) – Principle 2

6.4 Miscellaneous

Measures

6.4.1 Pocket money is paid and spending money is managed appropriately (if applicable)

Evidence

- Pocket money records, signed by CYP where possible (for DCP contracted facilities)
- Money is stored securely and the amount of pocket money paid is issued regularly and accurately
- Records for spending money provided by guardians when entering service for example amount received, receipts for expenditure, money counted (if applicable)
- If pocket money saved for CYP, records retained

Rationale

- [Residential Care: Pocket Money Procedure](#)
- [National Principles for Child Safe Organisations](#) – Principle 8

Category 7: Property, Assets and Maintenance

7.1 Specific Needs

Measures

7.1.1 Specialised equipment is available (where applicable)

Evidence

- Specialised electronic equipment is regularly serviced
- Wheelchair access, for example ramps, appropriate door width, client manoeuvring hoist, grab rails in place (if applicable)

Rationale

- [CYPs Act](#)
- [Health Services for CYP in Care](#)
- [DHS Disability Access and Inclusion Plan 2020-2024](#)
- [Charter of Rights for Children and Young People in Care](#)
- [National Principles for Child Safe Organisations](#) – Principle 4

7.2 Facilities for Staff

Measures

7.2.1 Suitable sleeping facilities are available

Evidence

- Bed in private location, separate to CYP

Rationale

- DCP requirement
- [National Principles for Child Safe Organisations](#) – Principle 8

7.3 Fire Safety and Equipment

Measures

- 7.3.1 Smoke alarms are installed in all bedrooms and passageway
- 7.3.2 Fire extinguisher is available, appropriately signed and serviced
- 7.3.3 Fire blanket is available in the kitchen, appropriately signed and serviced
- 7.3.4 Emergency lighting is installed

Evidence

- Smoke alarms sighted in all bedrooms and passageways
- Smoke alarms are interconnected and hardwired
- Emergency lighting is interconnected with smoke alarms
- Fire extinguishers are sighted and signage identifying the location is clear
- Fire blankets sighted and signage identifying the location is clear
- Evacuation diagram indicates where extinguisher is stored
- Fire safety equipment servicing tag is marked six monthly
- Fire blanket is sighted and signage identifying the location is clear
- Pathways to exit doors within the premises are clear of obstructions
- Access for firefighting personnel and equipment to the building is available through the main entry and is considered adequate

Rationale

- [AS 1851/2012 Routine service of fire protection systems and equipment](#)
- [National Construction Code 2019 Volume 2](#)
- [South Australian Metropolitan Fire Service \(MFS\) Smoke Alarm Servicing Schedule](#)
- [AS 3745/2010 Planning for emergencies in facilities](#)
- [National Principles for Child Safe Organisations](#) – Principle 8

7.4 Electrical Safety including hot water and gas safety

Measures

- 7.4.1 All appliances are tested and tagged annually as electrically safe
- 7.4.2 Electrical wires and switches appear safe
- 7.4.3 Hot water delivery temperature is limited to 45 degrees Celsius (if installed)
- 7.4.4 Gas bottles stored securely in a well-ventilated, outdoor area

Evidence

- Appliances sighted have a tag indicating testing has occurred in the previous 12 months
- Electrical wires sighted to be secured and no evidence of damage
- Temperature control panel observed and limited to 45 degrees Celsius
- Certificate of Compliance
- Gas bottles in lockable outdoor cupboard with appropriate ventilation

Rationale

- [AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment](#)
- AS/NZS 1596:2014 The storage and handling of LP Gas
- [National Construction Code \(NCC\) Series Volume Three, Plumbing Code of Australia, Part B2](#)
- [South Australian variations to the NCC](#)
- [National Principles for Child Safe Organisations](#) – Principle 8

7.5 GENERAL SAFETY

Measures

- 7.5.1 PPE is easily accessible
- 7.5.2 Knives, sharps, batteries, matches, candles and other flammables are stored securely
- 7.5.3 Petty cash and credit cards are stored securely
- 7.5.4 Cleaning chemicals and other dangerous items are stored securely
- 7.5.5 Visitor and Contractor Register
- 7.5.6 First Aid Kit
- 7.5.7 Electrical appliance and cord safety
- 7.5.8 Bathroom and water safety

Evidence

- PPE is easily accessible and stored securely
- Knives, sharps, batteries, matches, candles and other flammables stored securely
- Petty cash stored in a staff room or office with appropriate safety mechanism
- Cleaning chemicals are stored appropriately
- Visitor and Contractor Register is observed to be in use and kept up to date
- First Aid Kit is stocked, accessible, signage clearly identifies its location and contents are within use by dates
- Power points not in use have power point protector guards (if applicable)
- Appliances that generate heat (that is stove top/ floor heater) have appropriate safeguarding in place (if applicable)
- Appliances and cords out of reach (if applicable)
- Anti-slip measures are in place
- Baths, sinks, washing machine and other containers are kept empty of water when not in use
- Plugs are stored out of reach

Rationale

- [National Principles for Child Safe Organisations](#) – Principle 8

7.6 TOY SAFETY

Measures

- 7.6.1 Toys and their storage are safe

Evidence

- Toys are appropriate, clean and in good condition
- Ribbons attached to toys have been cut, small parts removed and there are no small magnets
- Button batteries are not accessible to CYP (that is all devices with button batteries have secure compartments and are checked regularly, spare batteries are stored securely and used ones are disposed of immediately and safely)
- Toys are stored where CYP can reach without climbing and any toy boxes do not have lids

Rationale

- [National Principles for Child Safe Organisations](#) – Principle 8
- [ACCC Mandatory Standards: Toys](#)
- [Kidsafe Guidelines Home Safety Checklist](#)
- [ACCC Product Safety Keeping Baby Safe publication](#)
- [ACCC Button Batteries Fact Sheet](#)

7.7 Motor Vehicles

Measures

- 7.7.1 Service provider vehicles allocated to facility are safe and secure
 7.7.2 Safety when transporting CYP

Evidence

- Access to the vehicle is restricted
- Vehicles are registered and appropriately insured
- Servicing is up to date
- First aid kit is easily accessible within vehicle and contents are within date
- Roadside assistance is available and contact details are accessible
- If fire extinguisher installed in car, it must be within current servicing
- Staff have completed safe transport of CYP training and/or have been provided with a safe transport of CYP policy/procedure
- Approved child restraints are installed correctly, appropriate for the size and age of CYP (AS/NZS sticker sighted and within ten years of manufacture)
- If required, lifters and seatbelts for wheelchairs are installed and servicing is within date and staff appropriately trained
- Childproof locks are engaged when transporting clients (CYP less than 4 years and as required thereafter)

Rationale

- [Kidsafe Guidelines](#)
- [Safe Work Australia First Aid in the Workplace Code of Practice \(section 3.1\)](#)
- [AS/NZS 1754 Car restraints](#)
- AS/NZS 4370:1996 Restraint of CYP with disabilities in motor vehicles
- [National Principles for Child Safe Organisations](#) – Principle 8

Category 8: Property, Assets and Maintenance

8.1 Living and Dining Amenities

Measures

- 8.1 Living and dining areas are appropriate and clean

Evidence

- 8.1.1 Appropriate size of living and dining areas for number of people within facility
 8.1.2 Flooring and tiles are clean and in good condition
 8.1.3 Doors are secured and in good working condition
 8.1.4 Windows are secure and able to safely open and close
 8.1.5 Adequate number of power points and power boards are not overloaded if in use
 8.1.6 Adequate lighting available, with light switches in good working condition
 8.1.7 Walls and ceilings are in good condition
 8.1.8 Window coverings are clean and blind cords are secured
 8.1.9 Heavy furniture (for example book cases, cabinets) are securely anchored to the wall
 8.1.10 Televisions are mounted to the wall or securely anchored to a low-lying cabinet
 8.1.11 Leisure equipment is observed (for example games, toys, books) that is age appropriate
 8.1.12 Adequate heating and cooling is available across the facility, including bedrooms

Rationale

- [Kidsafe Guidelines Home Safety Checklist](#)
- [Charter of Rights for Children and Young People in Care](#)
- [ACCC Product Safety Household Furniture Hazards publication](#)
- [National Principles for Child Safe Organisations](#) – Principle 8

8.2 Kitchen Amenities

Measures

8.2 Kitchen amenities are appropriate and clean

Evidence

- 8.2.1 Fixed appliances are in good condition that is oven (gas or electric), dishwasher (if applicable)
- 8.2.2 Evidence of working range hood and exhaust fan
- 8.2.3 All utensils and appliances are clean and in good condition with enough storage
- 8.2.4 Freestanding ovens are attached to the wall
- 8.2.5 Isolation switch/valve is installed for gas stoves
- 8.2.6 Floor surfaces are in good condition that is no cracked tiles or ripped linoleum
- 8.2.7 Doors are secure and in good working condition
- 8.2.8 Windows are secure and in good working condition
- 8.2.9 Adequate number of power points for appliances (use of power boards are not a suitable substitute)
- 8.2.10 Blind/curtain cords are secured
- 8.2.11 Food preparation areas are clean, food labelling system in place and safe storage of food is available
- 8.2.12 No evidence of infestations (that is rodents, white ants, cockroaches)
- 8.2.13 Walls and ceilings are in good condition
- 8.2.14 CYP have access to the kitchen and no evidence of entry restriction
- 8.2.15 Light switches are working

Rationale

- [Charter of Rights for Children and Young People in Care](#)
- [National Principles for Child Safe Organisations](#) – Principle 8

8.3 Laundry Amenities

Measures

8.3 Laundry amenities are adequate and clean

Evidence

- 8.3.1 Suitable laundry facilities available
- 8.3.2 Washing machine is available, clean and in good condition
- 8.3.3 Drying facilities are available, clean and in good condition (for example dryer with clean lint filter, clean exhaust fan, clothesline, clothes racks available)
- 8.3.4 There is adequate storage available
- 8.3.5 Fixed furniture such as cupboards are secured appropriately
- 8.3.6 Floor surfaces are in good condition
- 8.3.7 Doors are secure and in good working condition
- 8.3.8 Windows are secure and able to safely open and close
- 8.3.9 Adequate number of power points and power boards are not overloaded if in use
- 8.3.10 Blinds/curtain cords are secured (if applicable)
- 8.3.11 Walls and ceiling are in good condition
- 8.3.12 Adequate ventilation sighted that is window and/or exhaust fan in working condition

Rationale

- [National Principles for Child Safe Organisations](#) – Principle 8

8.4 Bathroom Amenities

Measures

8.4 Bathroom amenities are adequate, private and clean

Evidence

- 8.4.1 Adequate lighting available, with light switches in good working condition
- 8.4.2 Adequate ventilation that is window and/or exhaust fan in working condition
- 8.4.3 Non-slip floor surfaces (or anti slip mats available) in good condition, including clean tiles and grout
- 8.4.4 Walls and ceiling are in good condition
- 8.4.5 Shower fittings and screen are in good condition
- 8.4.6 Bath is in good condition

- 8.4.7 Doors have a lock and are in good working condition
- 8.4.8 Windows are secure and able to safely open and close with adequate privacy
- 8.4.9 Adequate number of power points for appliances (power boards are not a suitable substitute)
- 8.4.10 Drainage and plumbing is in good condition
- 8.4.11 Adequate storage of linen, towels and toiletries
- 8.4.12 Blinds/curtain cords are secured

Rationale

- [National Principles for Child Safe Organisations](#) – Principle 8

8.5 Bedroom Amenities

Measures

- 8.5 Bedroom amenities are appropriate and clean

Evidence

- 8.5.1 Each CYP has an individual bedroom that allows for privacy, safety and security
- 8.5.2 Appropriate size for CYP, with mattress/s observed to be an appropriate size for bed
- 8.5.3 Flooring surfaces are in good condition
- 8.5.4 Doors are secure and in good working condition
- 8.5.5 Windows are secure and able to safely open and close with adequate privacy
- 8.5.6 Adequate room lighting, with light switches in good working condition
- 8.5.7 Adequate number of power points for appliances. Power boards are not overloaded, are not covered by soft furnishes or exposed as a tripping hazard if in use
- 8.5.8 Walls and ceilings are in good condition
- 8.5.9 Blind/curtain cords are secured
- 8.5.10 There is adequate storage for clothing and personal items (for example wardrobe, drawers)
- 8.5.11 Wardrobes/drawers are built in or secured to the wall

Rationale

- [Kidsafe Guidelines Home Safety Checklist](#)
- [ACCC Product Safety Household Furniture Hazards publication](#)
- [Charter of Rights for Children and Young People in Care](#)
- [National Principles for Child Safe Organisations](#) – Principle 8

8.6 Outdoors

Measures

- 8.6 The outdoor area of the property is adequate, safe and secure

Evidence

- 8.6.1 Outdoor access is appropriate for example secure door, porch has handrails, tiles/flooring in good condition
- 8.6.2 Exterior lighting is available and in good condition and supports ease of access after hours
- 8.6.3 Pathways to property are in good condition and free from tripping hazards
- 8.6.4 Fence/gate is in good working condition and free from hazards
- 8.6.5 Clothes line sighted and in good condition and free from hazards
- 8.6.6 Gardening shed in good condition and free from hazards
- 8.6.7 Garden, including front garden is neat and free from fall/height risks
- 8.6.8 Provision for gas bottle storage is sighted
- 8.6.9 Any built in furniture is in good condition that is pergolas, BBQs
- 8.6.10 Property does not have bodies of water for example swimming pool
- 8.6.11 Outdoor play equipment is safe, stable and free from hazards

Rationale

- [Kidsafe Guidelines Home Safety Checklist](#)
- [National Principles for Child Safe Organisations](#) – Principle 8

Additional requirements for facilities accommodating infants and children under 5 years

Category: Property, Assets and Maintenance

9.1 Safe Sleeping

Measures

- 9.1.1 Furniture and placement are safe
- 9.1.2 Information on safe sleeping and records are kept

Evidence

- Cots are manufactured in accordance with standards
- Cots are not portable cots (a cot is required for CYP under three years)
- Mattresses are flat and the appropriate size for the bed/cot
- Safety rails are available or on beds where required
- Cots and beds are placed away from potential hazards (that is power points/windows/curtains/blinds/cords)
- Cots are free from bumpers, pillows, toys or other items
- Information on safe sleeping is available
- Sleeping logs (every 30 minutes) are kept for infants under 12 months and those with developmental delays or with illnesses/disabilities requiring them (if applicable)

Rationale

- AS/NZS 2172:2013 - Cots for household use - Safety requirements
- [Kidsafe Guidelines Home Safety Checklist](#)
- [ACCC Product Safety Think Safety First Portable Cots publication](#)
- [National Principles for Child Safe Organisations](#) – Principle 8

9.2 Change Table Safety

Measures

- 9.2.1 Changing facilities are safe

Evidence

- Change table is secured to the wall (if applicable)
- Change table is positioned away from hazards (for example power points/windows/cords) if applicable
- Nappy changing items are located within reach (that is nappies, creams, disposal bags, wipes)
- Safe disposal processes are in place for soiled nappies for example immediately taken to outside bin

Rationale

- [Kidsafe Guidelines Home Safety Checklist](#)
- [ACCC Product Safety Keeping Baby Safe publication](#)
- [National Principles for Child Safe Organisations](#) – Principle 8

9.3 Pram Stroller Safety

Measures

- 9.3.1 Prams and strollers are safe

Evidence

- A pram is required for CYP under three years
- Tether straps are fitted
- Parking device must be red in colour
- A 5-point harness is fitted

Rationale

- [AS/NZS 2088:2000 – Prams and strollers safety requirements](#)
- [ACCC Product Safety Keeping Baby Safe publication](#)
- [National Principles for Child Safe Organisations](#) – Principle 8

9.4 General Safety

Measures

9.4.1 Equipment and surroundings are safe

Evidence

- Sharp edges on tables/furniture are covered
- Child locks are installed on cupboards, drawers, oven and fridge as required
- High chairs are stable, clean, in good condition and have a 5-point safety harness (a high chair is required for CYP under 3 years)
- Any stairs have appropriate safeguarding in place

Rationale

- [Kidsafe Guidelines Home Safety Checklist](#)
- [ACCC Product Safety Keeping Baby Safe publication](#)
- [ACCC Product Safety Household Furniture Hazards publication](#)
- [National Principles for Child Safe Organisations](#) – Principle 8