**Licensing Services: Facility level safety check Tool**

*OFFICE USE ONLY*

**Instructions**

The Licensing Services: Facility level safety check Tool (the Tool) is to be completed by a Department for Child Protection (DCP) Licensing and Compliance Officer (LCO). Please complete all sections of the form prior to seeking endorsement from the service provider. Once endorsed by the service provider, approval is required by the Manager, Service Contracts and Licensing.

|  |
| --- |
| **OVERVIEW** |
| Name of service provider | \*\*\* |
| Name of facility | \*\*\* |
| Address of facility | \*\*\* |
| Application type | [ ]  New Facility | [ ]  Renewal |
| Purpose/intended use of facility | \*\*\* |
| Date of desktop assessment | Click or tap to enter a date. |
| Date of onsite assessment | Click or tap to enter a date. |
| Name of responsible DCP Licensing & Compliance Officer | \*\*\* |
| Name of service provider employee(s) in attendance at onsite assessment | \*\*\* |
| Number of beds facility is licensed to operate(Note case management approval required for specific CYP to share bedrooms) | \*\*\* |
| Age range of children and young people | [ ]  0-17 years | [ ]  3-17 years | [ ]  5-17 years | [ ]  Homelessness |
| Are the children and young people living in the facility under the guardianship of the Chief Executive, DCP? |  [ ]  Yes  | [ ]  No  |
| Facility overview*(for example, care type (long term, short term, emergency, respite), clients placed at the time of inspection, if no placements intended clients if known, any changes to the service during the licence period*  | \*\*\* |

**DESKTOP ASSESSMENT *(Documents to be provided by service provider at time of application submission*)**

***Measure Met Key:*** *S = Satisfactory, NS = Not Satisfactory, N/A = Not applicable*

| **EVIDENCE** | **MEASURE** | **MEASURE MET** | **DCP OBSERVATIONS/COMMENTS** | **CONDITIONS/ ACTION REQUIRED** |
| --- | --- | --- | --- | --- |
| **S** | **NS** | **N/A** |
| 1. ***PEOPLE***
 |
| *1.1 STAFF TRAINING* |
| * Copy of Staff Compliance Register\* demonstrating compliance with DCP Service Provider Personnel Requirements Matrix

See[*Carer and Personnel Requirements*](https://www.childprotection.sa.gov.au/service-providers/service-provision-requirements/carer-and-personnel-requirements)for details * Evidence of WWCC renewal system
* Current roster contains staff listed on the Compliance Register.
* Evidence staff have completed Safe transport of CYP training and/or have been provided with a Safe transport of CYP policy/procedure
 | 1.1.1 Staff Compliance Register\*, inclusive of expiry dates |  [ ]  [ ]  [ ]  |  |  |
| 1.1.2 All staff working in the facility are listed on the Staff Compliance Register |  [ ]  [ ]  [ ]  |  |  |
| 1.1.3 If volunteers, students or contract staff utilised, provide compliance register with their details |  [ ]  [ ]  [ ]  |  |  |
| 1.1.4 Safe transferring practice when transporting CYP |  [ ]  [ ]  [ ]  |  |  |
| 1. ***GOVERNANCE AND COMPLIANCE SYSTEMS***
 |
| *2.1 WORK HEALTH AND SAFETY* |
| * Copy of most recent quarterly WHS Inspection Report
* Documentation which shows that RCD/safety switches are being tested on a six monthly basis
 | 2.1.1 Work Health and Safety Inspection Report |  [ ]  [ ]  [ ]  |  |  |
| 2.1.2 Residual Current Device (RCD) Compliance Certification |  [ ]  [ ]  [ ]  |  |  |
| *2.2 EMERGENCY RESPONSE* |
| * Evidence of Emergency Response Plan (that is natural disasters, explosions, medical emergencies, rescues)
* CFS Bushfire Safer Places website address checker indicates facility is/is not in a Bushfire Safer Places Zone
* Bushfire Survival Plan in place if facility is in risk zone
 | 2.2.1 Emergency Response Plan |  [ ]  [ ]  [ ]  |  |  |
| 2.2.2 Bushfire Survival Plan |  [ ]  [ ]  [ ]  |  |  |
| 1. ***PROPERTY, ASSETS AND MAINTENANCE***
 |
| *3.1 FIRE SAFETY* |
| * Copy of current Fire Safety and Equipment documentation, including servicing documentation
* Records of consecutive monthly tests conducted (fire alarms)
 | 3.1.1 Fire Safety and Equipment documentation |  [ ]  [ ]  [ ]  |  |  |
| *3.2 ELECTRICAL SAFETY* |
| * Copy of most recent itemised Test and Tag Report (required 12-monthly) for all items 12 months or older
* Electrical Certificate of Compliance for any required work
 | 3.2.1 Test and Tag Report (Electrical) |  [ ]  [ ]  [ ]  |  |  |
| *3.3 PROPERTY* |
| * 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
 | 3.3.1 Asbestos Register and Management Plan |  [ ]  [ ]  [ ]  |  |  |
| * Copy of current building insurance certificate/policy that covers each facility
 | 3.3.2 Building Insurance  |  [ ]  [ ]  [ ]  |  |  |

*\* 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 having children allocated to the property.*

**ONSITE ASSESSMENT**

***Measure Met Key:*** *S = Satisfactory, NS = Not Satisfactory, N/A = Not applicable*

| **EVIDENCE** | **MEASURE** | **MEASURE MET** | **DCP OBSERVATIONS/COMMENTS** | **CONDITIONS/ ACTION REQUIRED** |
| --- | --- | --- | --- | --- |
| **S** | **NS** | **N/A** |
| 1. ***GOVERNANCE AND COMPLIANCE SYSTEMS***
 |
| *4.1 RIGHTS AND RESPONSIBILITIES*  |
| * Current [Charter of Rights for Children and Young People in Care](https://gcyp.sa.gov.au/wordpress/wp-content/uploads/2021/04/Charter-of-Rights-FULL.pdf) available
* Reading material provided, such as [Being in Care booklet](https://gcyp.sa.gov.au/wordpress/wp-content/uploads/2021/07/Being-in-Care-booklet-revised-11-9-17-1.pdf)
* Welcome pack including relevant information for CYP who have entered placement in last 12 months
 | 4.1.1 Children and young people (CYP) are informed on their rights and responsibilities |  [ ]  [ ]  [ ]  |  |  |
| 4.1.2 CYP and their families are informed of their rights to lodge a complaint, know how to and are advised of the outcome |  [ ]  [ ]  [ ]  |  |  |
| *4.2 CLIENT INCIDENTS*  |
| * Access to relevant incident reporting forms for example via intranet/portal
* Evidence DCP is notified via the NGO/ Agency incident report from (if CYP under guardianship) or that the funding body has been notified
 | 4.2.1 Client incidents are handled appropriately and reported as required |  [ ]  [ ]  [ ]  |  |  |
| *4.3 WORK HEALTH AND SAFETY*  |
| * WHS policies and procedures are accessible on the intranet or via hard copy
* WHS representative details are accessible by staff
 | 4.3.1 Staff able to access WHS policies and procedures |  [ ]  [ ]  [ ]  |  |  |
| 4.3.2 WHS representative |  [ ]  [ ]  [ ]  |  |  |
| *4.4 ONLINE SAFETY*  |
| * Evidence sighted of discussion with CYP regarding age appropriate online safety agreement and signed by CYP where possible
* Report available from ICT that demonstrates restricted access/ blocked content
 | 4.4.1 CYP is assisted to protect themselves from online harm |  [ ]  [ ]  [ ]  |  |  |
| *4.5 EVACUATION PROCEDURES*  |
| * 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 which demonstrates that drills are occurring at least every six months
 |  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 Adequate signage in the case of evacuation |  [ ]  [ ]  [ ]  |  |  |
| 4.5.4 Evacuation drill held 6 monthly, and within 2 weeks of change of occupancy involving staff and CYP |  [ ]  [ ]  [ ]  |  |  |
| *4.6 EMERGENCY RESPONSE*  |
| * Working mobile or landline is available with appropriate portable charger or battery pack
* Duress alarms are working and accessible to staff
* List of emergency contact numbers are easily accessible
 | 4.6.1 Communication avenues are available |  [ ]  [ ]  [ ]  |  |  |
| 1. ***PEOPLE***
 |
| *5.1 STAFF COMPLIANCE*  |
| * Spot check undertaken for at least two staff against compliance register requirements
 | 5.1.1 All staff listed on Staff Compliance Register (including temporary agency staff, volunteers and/or students) |  [ ]  [ ]  [ ]  |  |  |
| *5.2 STAFF SUPPORT*  |
| * Evidence that regular supervision is occurring
* Employee Assistance Program (EAP) details available and accessible
 | 5.2.1 Staff receive regular supervision and support, with wellbeing supported |  [ ]  [ ]  [ ]  |  |  |
| 1. ***PARTNERING WITH CONSUMERS***
 |
| *6.1 CLIENT RECORDS*  |
| * Sighting of logbook, diary observation log or communication book in use
* Handover checklist
 | 6.1.1. Staff handover process |  [ ]  [ ]  [ ]  |  |  |
| * Hard copy/ electronic client files available and stored securely
* Electronic logs are kept
* Evidence case notes are entered daily is sighted
 | 6.1.2 An up to date file for each client is stored securely |  [ ]  [ ]  [ ]  |  |  |
| * Evidence of copies of medical records/ health information sighted
 | 6.1.3 Medical records/ health information available where applicable |  [ ]  [ ]  [ ]  |  |  |
| * Medication kept in staff office. Records of medication administered sighted
 | 6.1.4 Medicines are stored securely and administered and recorded as required |  [ ]  [ ]  [ ]  |  |  |
| * Sleeping logs are kept for CYP with developmental delays or with illnesses/disabilities
 | 6.1.5 Information on safe sleeping is available and records are kept |  [ ]  [ ]  [ ]  |  |  |
| *6.2 CASE PLANNING AND CASE MANAGEMENT*  |
| * Evidence a copy of the case plan has been requested from DCP Case worker
* Evidence the facility supports case plan goals
* Contact details of case workers are available
* Evidence of attendance of staff at care team meetings, complex case review meetings (where applicable) is documented and sighted
 | 6.2.1 CYP current case plan |  [ ]  [ ]  [ ]  |  |  |
| *6.3 VOICE OF THE CHILD OR YOUNG PERSON*  |
| * Evidence of documented feedback provided by the CYP (within comments/resident meetings)
* Evidence the facility supports the voice of the CYP
* Complaints made by the CYP in relation to their residence in the facility is available
 | 6.3.1 CYP is provided with opportunities to participate in decisions affecting them and communicate whether they feel supported and safe |  [ ]  [ ]  [ ]  |  |  |
| *6.4 FINANCE*  |
| * Pocket money records signed by the CYP where possible (for DCP contracted facilities)
* Money is stored securely and the amount of pocket money paid to CYP is regularly issued and accurate
* Records for spending money provided by guardians when entering service for example amount received, receipts for expenditure, money counted (if applicable)
 | 6.4.1 Pocket money is paid and spending money is managed appropriately (if applicable) |  [ ]  [ ]  [ ]  |  |  |
| 1. ***PROPERTY, ASSETS AND MAINTENANCE***
 |
| *7.1 SPECIFIC NEEDS* |
| * Specialised electronic equipment is regularly serviced
* Wheelchair access for example ramps, door width, grab rails, client manoeuvring hoist (if applicable)
 | 7.1.1 Specialised equipment is available (where applicable) |  [ ]  [ ]  [ ]  |  |  |
| *7.2 FACILITIES FOR STAFF* |
| * Bed for staff is in private location and separate to CYP
 | 7.2.1 Suitable sleeping facilities available |  [ ]  [ ]  [ ]  |  |  |
| *7.3 FIRE SAFETY AND EQUIPMENT*  |
| * Smoke alarms sighted in all bedrooms and passageway
* Smoke alarms are interconnected and hardwired
* Fire extinguisher are sighted and signage identifying the location is clear
* Fire blankets are sighted and signage identifying the location is clear
* Evacuation diagram indicates where extinguisher is stored
* Fire safety equipment service tag is marked six monthly
* Pathways to exit doors within the premises are clear of obstructions
* Emergency lighting is interconnected with smoke alarms
 | 7.3.1 Smoke alarms are installed in all bedrooms and passageway |  [ ]  [ ]  [ ]  |  |  |
| 7.3.2 Fire extinguisher available, appropriately signed and serviced |  [ ]  [ ]  [ ]  |  |  |
| 7.3.3 Fire blanket available in the kitchen, appropriately signed and serviced |  [ ]  [ ]  [ ]  |  |  |
| 7.3.4 Emergency lighting is installed |  [ ]  [ ]  [ ]  |  |  |
| *7.4 ELECTRICAL SAFETY INCLUDING HOT WATER AND GAS SAFETY*  |
| * Appliances sighted have a tag indicating testing has occurredwithin the last 12 months
 | 7.4.1 All appliances are tested and tagged annually as electrically safe |  [ ]  [ ]  [ ]  |  |  |
| * Electrical wires sighted to be secure and no evidence of damage
 | 7.4.2 Electrical wires and switches appear safe |  [ ]  [ ]  [ ]  |  |  |
| * Temperature control panel observed and limited to 45 degrees Celsius (if installed)
* Tempering valves are located at the hot water service
* Certificate of Compliance or other appropriate documentation sighted includes temperature
 | 7.4.3 Evidence that the hot water delivery temperature is limited to 45 degrees |  [ ]  [ ]  [ ]  |  |  |
| * Gas bottles in lockable outdoor cupboard with appropriate ventilation
* Test tag is within its expiry date
 | 7.4.4 Gas bottles are stored securely in a well ventilated outdoor area and test tag has not expired |  [ ]  [ ]  [ ]  |  |  |
| *7.5 GENERAL SAFETY*  |
| * PPE is easily accessible
 | 7.5.1 PPE is available |  [ ]  [ ]  [ ]  |  |  |
| * Knives, sharps, batteries, matches, candles and other flammables are sighted as stored securely
 | 7.5.2 Knives, sharps, batteries, matches, candles and other flammables are stored securely |  [ ]  [ ]  [ ]  |  |  |
| * Petty cash stored in a staff room or office with appropriate safety mechanism
 | 7.5.3 Petty cash and credit cards are stored securely |  [ ]  [ ]  [ ]  |  |  |
| * Cleaning chemicals are sighted as stored appropriately
 | 7.5.4 Cleaning chemicals and other dangerous items are stored securely |  [ ]  [ ]  [ ]  |  |  |
| * Register is observed to be in use, kept up to date and stored in the staff room
 | 7.5.5 Visitor and Contractor Register |  [ ]  [ ]  [ ]  |  |  |
| * First Aid Kit is stocked, accessible, contents are within use by dates and signage clearly identifies its location
 | 7.5.6 In date First Aid Kit |  [ ]  [ ]  [ ]  |  |  |
| * Power points not in use have power point protector guards
* Appliances that generate heat have appropriate safeguarding in place
* Appliances and cords are out of reach
 | 7.5.7 Electrical appliance and cord safety (if applicable based on the specific needs of CYP |  [ ]  [ ]  [ ]  |  |  |
| * Anti-slip measures are in place
* Baths, sinks, washing machine and other containers are kept empty of water when not in use
* Bath and sink plugs are store appropriately
 | 7.5.8 Bathroom and water safety |  [ ]  [ ]  [ ]  |  |  |
| * Access doors or hatches to the roof located in communal and CYP bedrooms are restricted
 | 7.5.9 Access to roof space is restricted. |  |  |  |
| *7.6 TOY SAFETY*  |
| * Toys are appropriate, clean and in good condition
* Attached ribbons 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
 | 7.6.1 Toys and their storage are safe |  [ ]  [ ]  [ ]  |  |  |
| *7.7 MOTOR VEHICLES* |
| * 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 in date
* Roadside assistance is available and contact details accessible
* If fire extinguisher in car, must be within current servicing
* Approved child restraints are installed correctly, appropriate for size and age of CYP and AS/NSZ sticker sighted as within 10 years of manufacture
* If required, lifters and seatbelts for wheelchairs are installed and servicing is within date with staff appropriately trained in use
* Childproof locks are engaged when transporting clients (CYP less than 4 years and as required thereafter)
 | 7.7.1 Service Provider vehicles allocated to facility are sighted as safe and secure |  [ ]  [ ]  [ ]  |  |  |

**ONSITE ASSESSMENT INSPECTION CHECKLISTS**

| **INSPECTION ITEMS** | **RESULT OF INSPECTION** | **DCP OBSERVATIONS/ COMMENTS** | **CONDITIONS/ACTION REQUIRED** |
| --- | --- | --- | --- |
| **YES**  | **NO**  |
| 1. ***PROPERTY, ASSETS AND MAINTENANCE***
 |
| *8.1 LIVING AND DINING AMENITIES – LIVING AND DINING AREAS ARE APPROPRIATE AND CLEAN* |
| 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 secure and in good working condition  | [ ]  | [ ]  |  |  |
| 8.1.4 | Windows are secure and in good working condition | [ ]  | [ ]  |  |  |
| 8.1.5 | Adequate number of power points and power boards sighted are not overloaded | [ ]  | [ ]  |  |  |
| 8.1.6 | Adequate room lighting with no exposed light globes or hanging light fixtures 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 (eg 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 and is age appropriate | [ ]  | [ ]  |  |  |
| 8.1.12 | Adequate heating and cooling is available across the facility, including bedrooms. Outdoor air conditioning unit has appropriate safeguarding. | [ ]  | [ ]  |  |  |
| *8.2 KITCHEN AMENITIES – KITCHEN AMENITIES ARE APPROPRIATE AND CLEAN* |
| 8.2.1 | Fixed appliances are in good condition  | [ ]  | [ ]  |  |  |
| 8.2.2 | Evidence of working range hood or 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 and staff are aware of where the gas isolation switch is located  | [ ]  | [ ]  |  |  |
| 8.2.6 | Floor surfaces are in good condition | [ ]  | [ ]  |  |  |
| 8.2.7 | Doors are secured 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 (if power boards are in use they are not over loaded and include a safety switch) | [ ]  | [ ]  |  |  |
| 8.2.10 | Blind/curtain cords are secured  | [ ]  | [ ]  |  |  |
| 8.2.11 | Food preparation areas are clean, food labelling system is in place and safe storage of food is available  | [ ]  | [ ]  |  |  |
| 8.2.12 | No evidence of infestations (ie; rodents, ants, cockroaches) | [ ]  | [ ]  |  |  |
| 8.2.13 | Walls and ceilings are in good condition  | [ ]  | [ ]  |  |  |
| 8.2.14 | CYP have access to the kitchen and there is no evidence of entry restriction  | [ ]  | [ ]  |  |  |
| 8.2.15 | Light switches are working | [ ]  | [ ]  |  |  |
| *8.3 LAUNDRY AMENITIES – LAUNDRY AMENITIES ARE APPROPRIATE AND CLEAN* |
| 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 (eg; dryer with clean lint filter, 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 secured and in good working condition  | [ ]  | [ ]  |  |  |
| 8.3.8 | Windows are secure and in good working condition | [ ]  | [ ]  |  |  |
| 8.3.9 | Adequate number of power points for appliances and power boards sighted are not overloaded  | [ ]  | [ ]  |  |  |
| 8.3.10 | Blinds/curtain cords are secured (if applicable) | [ ]  | [ ]  |  |  |
| 8.3.11 | Walls and ceilings are in good condition  | [ ]  | [ ]  |  |  |
| 8.3.12 | Adequate ventilation (ie; window and/or clean exhaust fan) in working condition | [ ]  | [ ]  |  |  |
| *8.4 BATHROOM AMENITIES – BATHROOM AMENITIES ARE APPROPRIATE AND CLEAN* |
| 8.4.1 | Adequate lighting available, with light switches in good working condition | [ ]  | [ ]  |  |  |
| 8.4.2 | Adequate ventilation (ie; window and/or exhaust fan) in working condition | [ ]  | [ ]  |  |  |
| 8.4.3 | Floor surfaces are non-slip (or anti slip mats available) and 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 in good working condition, with adequate privacy | [ ]  | [ ]  |  |  |
| 8.4.9 | Adequate number of power points for appliances (the use of 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 | Blind/curtain cords are secured (if applicable) | [ ]  | [ ]  |  |  |
| *8.5 BEDROOM AMENITIES – BEDROOM AMENITIES ARE APPROPRIATE AND CLEAN* |
| 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 | Floor surfaces are in good condition | [ ]  | [ ]  |  |  |
| 8.5.4 | Doors are secure and in good working condition  | [ ]  | [ ]  |  |  |
| 8.5.5 | Windows are secure and in good working condition, 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 sighted are not overloaded, covered by soft furnishes or a tripping hazard | [ ]  | [ ]  |  |  |
| 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 | [ ]  | [ ]  |  |  |
| 8.5.11 | Wardrobes/drawers are built in or secured to the wall | [ ]  | [ ]  |  |  |
| *8.6 OUTDOORS – THE OUTDOOR AREA OF THE PROPERTY IS ADEQUATE, SAFE AND SECURE* |
| 8.6.1 | Outdoor access is appropriate (eg; secure doors, raised 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 is in good condition and free from hazards | [ ]  | [ ]  |  |  |
| 8.6.6 | Garden 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 | Gas bottles are stored appropriately in a well-ventilated area and service tag is within expiry (if applicable). | [ ]  | [ ]  |  |  |
| 8.6.9 | Any built in furniture is in good condition (ie; pergolas, BBQs) | [ ]  | [ ]  |  |  |
| 8.6.10 | Property does not have bodies of water (eg; pond, swimming pool) | [ ]  | [ ]  |  |  |
| 8.6.11 | Outdoor play equipment is safe, stable and free from hazards | [ ]  | [ ]  |  |  |

**ADDITIONAL REQUIREMENTS FOR FACILITIES ACCOMMODATING INFANTS AND CHILDREN UNDER 5 YEARS**

***Measure Met Key:*** *S = Satisfactory, NS = Not Satisfactory, N/A = Not applicable*

| **EVIDENCE** | **MEASURE** | **MEASURE MET** | **DCP OBSERVATIONS/COMMENTS** | **CONDITIONS/ ACTION REQUIRED** |
| --- | --- | --- | --- | --- |
| **S** | **NS** | **N/A** |
| 1. ***PROPERTY, ASSETS AND MAINTENANCE***
 |
| *9.1 SAFE SLEEPING* |
| * Cots are manufactured in accordance with standards (a cot is required for CYP under 3 years)
* Cots are not portable cots
* Mattresses are flat and the appropriate size for the bed/cot
* Safety rails are available on beds where required
* Cots and beds are placed away from potential hazards that is power points, windows, curtain/blind cords
* Cots are free from bumpers, pillows, toys or other items
 | 9.1.1 Furniture and furniture placement is safe |  [ ]  [ ]  [ ]  |  |  |
| * 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
 | 9.1.2 Information on safe sleeping is available and records are kept |  [ ]  [ ]  [ ]  |  |  |
| *9.2 SAFE SLEEPING* |
| * Change table is secured to the wall (if applicable)
* Change table is positioned away from hazards
* 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/nappy bin has tight fitting lid)
 | 9.2.1 Changing facilities are safe  |  [ ]  [ ]  [ ]  |  |  |
| *9.3 PRAM/STOLLER SAFETY* |
| * Pram available for CYP under 3 years
* Tether straps are fitted
* Parking device must be red in colour
* A 5-point harness is fitted
 | 9.3.1 Prams and strollers are safe |  [ ]  [ ]  [ ]  |  |  |
| *9.4 GENERAL SAFETY* |
| * Sharp edges on tables/furniture are covered
* Child locks are installed on cupboards, drawers, oven and fridge as required
* Highchairs are stable, clean, in good condition and have 5-point safety harness (required for all CYP under 3 years)
* Stairs and floor heaters have appropriate safeguarding measures in place
* Cooking facilities have appropriate safeguarding measures in place
 | 9.4.1 Equipment and surroundings are safe |  [ ]  [ ]  [ ]  |  |  |

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| **ANY OTHER RELEVANT COMMENTS FROM DCP LICENSING AND COMPLIANCE OFFICER** |

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| ***CERTIFIED BY RESPONSIBLE OFFICER\* (SERVICE PROVIDER)*** |
| *I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree that the information contained in this document is true and correct as discussed at the time of the Onsite Assessment.* |
| **Full Name:** | **Signature:** |
| **Title:** | **Date:** |

*\*A Responsible Person/Responsible Officer should be an individual with a degree of responsibility within an organisation, who has been delegated the authority to act on behalf of an organisation. For example the Chief Executive Officer or Chief Operating Officer, or for smaller organisations, this could be the Business Manager or Business Owner.*

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| ***OFFICE USE ONLY*** |
| **Assessed by DCP Licensing and Compliance Officer** |
| **Name:** | **Signature:** | **Date:** |
| **Endorsed by Manager, Licensing Quality and Compliance** |
| [ ]  Endorsed  | [ ]  Not Endorsed Rationale:  |
| **Name:** | **Signature:**  | **Date:**  |
| **Approved by Manager, Service Contracts and Licensing** |
| [ ]  Approved [ ]  Not Approved  |
| **Name:** | **Signature:**  | **Date:**  |