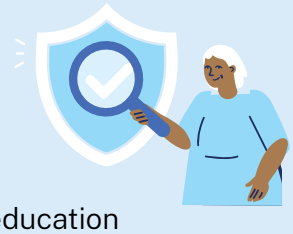
NSW Early Learning Commission

Practice guide

Safe and suitable family day care environments

By implementing child safe environment requirements within your family day care, you can help reduce risks to the health and safety of children and young people.

Provide safe and suitable environments



Before you start providing education and care, your approved provider must:

- assess the suitability of all areas within or near your residence or venue that may be accessible to children, including by conducting a risk assessment
- approve areas within the residence that will be used to provide education and care, if you will be operating from your residence.

Your approved provider must then conduct a risk assessment of the residence or venue at least every 12 months. Share your knowledge of your residence or venue with your approved provider, and work with them to identify, minimise or remove relevant risks.

Apply policies and procedures

Understand and consistently implement policies and procedures to provide a child safe environment.

Don't just read your service's policies and procedures – review them regularly and bring any questions or ideas to your leadership team to enhance best practice.

Meet Working with Children Check obligations

All people aged 18 years or over who live at a family day care residence must hold a Working with Children Check (WWCC), verified by the approved provider.

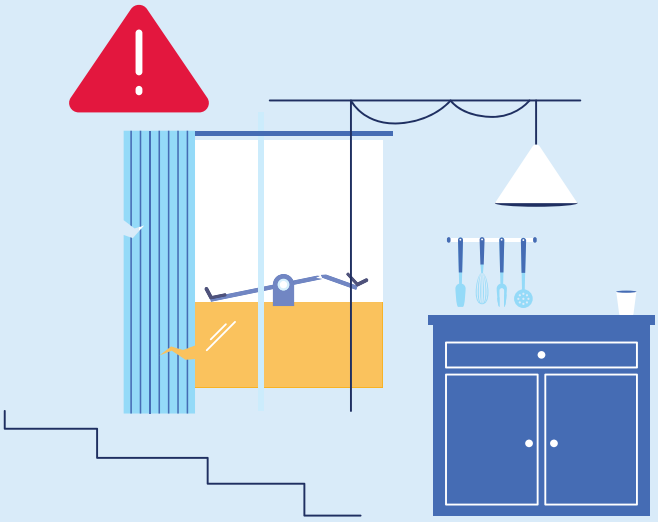
Ensure processes are in place to:

- confirm WWCC's before anyone stays at your residence
- renew WWCC's prior to expiry
- inform your approved provider of any changes to any WWCC's within 24 hours.

Be aware of water hazards

Your approved provider (or someone nominated by them) must conduct monthly inspections of any potential water hazards, such as swimming pools or water features, at your residence or venue and provide you with a written inspection report.

Swimming pools must have a fence that meets the requirements of the Swimming Pools Act 1992 No 49. Kidsafe NSW recommends flat-top fencing designs for improved safety.



Conduct environment and equipment checks

You must ensure your environment, including any furniture and equipment, is safe, clean and in good repair. Check learning areas daily and immediately remove any items that are unsafe for children from the approved premises.

Pay close attention to:

- glass
- stairs
- fencing
- items with wear and tear
- kitchen utensils.

Actively supervise children

Carefully set up your learning environments so you have a clear line of sight and can adequately supervise. Consider the height and placement of furniture and equipment. Remove any furniture or equipment that obstructs visibility, or that children could climb on and use to exit the premises.

Children must not be left alone with anyone who is not the family day care educator.

Consider children's safety when using digital technologies

Consider the security of children in online environments and the safe use of digital technologies.

You must only use service-supplied or service-authorised devices when taking, storing or transferring images of children in your care.

Discover more guidance and resources to support quality practice.

linktr.ee/ECECEducatorResources

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