

RECORD of COMPLIANCE AUDIT

Service Approval Number	SE-00009748
Service Name	Baringa Child Care Centre
Service Address	64 Baddeley Crescent, SPENCE, 2615
Service Type	Centre-Based Care
Nominated Supervisor	[REDACTED]
Maximum Number of Places	120
Most Recent Visit	Assessment and Rating - Visit start date: 16 November 2016
Alerts	Action required by service by 31/7/15 Service to provide copy of lockdown rehearsal to be completed by 31 July 2015. Alert date: 21 July 2015

Date of Audit	Day 1: 3 Nov 2017 & Day 2: 30/11/17	
Time of Audit	3/11/17 Arrival: 8:45am	Departure: 11:00am
	30/11/17 Arrival: 9:00am	Departure 11:30am
Type of Audit	Unannounced and Unannounced	
Risk Factors Engaged	Harms	Hazards Governance

Risk Factors

Harms	Hazards	Governance
Educator (Individuals): Intentional / Negligent harm or incompetence Supervision Movement of Children (Transitions) Staffing Levels Staffing Qualifications / First Aid	Access to: Chemicals, Poisons, Medication Health Management Fencing and Security SIDS Triggers Equipment Safety	Policies and Procedures Management (Supervision Control) Culture / Leadership Continuity Risk Management

Governance	Observation and Discussion
Policies and procedures available r 168-9	On 3/11/17 Signage in foyer with list of policies and advising they're available on service website. Based on policies listed, service does not appear to have policies/procedures on: <ul style="list-style-type: none"> • water safety, including safety during any water-based activities • dealing with medical conditions in children, including the matters set out in regulation 90 • providing a child safe environment • determining the responsible person present at the service • the participation of volunteers and students on practicum placements • interactions with children, including the matters set out in regulations 155 and 156 • the acceptance and refusal of authorisations • payment of fees and provision of a statement of fees charged by the education and care service

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		<p>On 30/11 AO's sighted updated policy manual contents and took photo of table of contents. All required policies appear to have been developed.</p> <ul style="list-style-type: none"> • AO read medical conditions policy.
Law and Regulations available	r 185	-Online, signage directing families it's there. Checked 3/11/17
Responsible person on premises	s 162	<p>On 3/11/17: [REDACTED] NS, onsite.</p> <p>-Asked NS how they would identify who was the responsible person on premises at any date in time, NS said unsure, said could look at old rosters. Rosters don't indicate who was RP. Identified on boards in entrance next to staff names. Signage also displayed in foyer that services as a record, NS advised they would update it if RP away.</p>
		<p>On 30/11/17:</p> <p>-NS has made a hard copy roster which is update should RP be away. This, in conjunction with sign in/out record meets requirements of record of RP on premises.</p>
Staff record	r 145-154	-Sighted [REDACTED] staff record, with D.O.B, address, diploma, first aid, asthma, and anaphylaxis. Checked 3/11/17
*NS/CS	*Staff members	-System on computer alerts NS when WWVP cards are expiring, first aid etc. Checked 3/11/17
*Educational Leader	*Educators	-Designation to the position of EL unavailable on 3/11/17- Sighted complete on 30/11/17
*Volunteers / Students	*Access to ECT	-Record of Responsible Person on premises unavailable on 3/11/17- Sighted complete on 30/11/17
*Responsible person		<p>On 30/11/17</p> <p>-Record of volunteers and students did not have DOB's or addresses. AO informed NS, who immediately changed record to include this information. Volunteer/student sign in/out record is sufficient to identify when on premises. Rectified on 30/11/17</p> <p>-NS advised EL has primary teaching degree, and is going to apply to do ECT degree. EL has Diploma. AO to send fact sheet over on waiver. Send fact sheet on ECT. Send links to ACECQA equivalent qualifications.</p>
*FDC educator record		-Took photo, held on 3/11/17
Current P/L insurance	r 180	-Child assessments sighted on 30/11/17, included learning stories observations and general links to EYLF
Documentation available	r177-8	-Photo of incident Report-Missing time Report was written on 3/11/17. 30/11 checked, fine.
*Child assessments	s 175	-Photo of illness report-Missing time Report was written on 3/11/17. 30/11 checked, fine.
*Incident, injury trauma and illness records		-Photo of medication record-contained required information on 3/11/17.
*Medication record		-Could not check attendance records as edus "sign" Chn in/out online, NS advised rooms keep a roll. AO sighted a daily info record sheet that listed chn and had their bottles etc on them and that's what rooms consider their roll. Unclear to AO how many Chn were in at any time and not quick to determine.
*Assessments of FDC residences		
*Child attendance records		
*Child enrolment records		
*Record of compliance		
*Record of visitors		
*Confidentiality of documents	r 181-183	

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		<p>on 3/11/17. 30/11/17 Changed process, now using hard copy. Sighted and all fine.</p> <p>-Sighted enrolment form, Chn don't have their own file, it's a family file on 3/11/17</p> <p>No emergency action plans in file. No risk minimization plans on 3/11/17. Sighted 30/11 30/11 checked, fine.</p> <p>-30/11/17 AO explained record of compliance. NS suggested putting in tables front of hard copy.</p> <p>-Signed visitors book on arrival on 3/11/17.</p> <p>-Confidential documents kept in locked filing cabinet in locked office on 3/11/17</p>
<p>'Information to be Displayed</p> <p>*Provider approval</p> <p>*Service approval</p> <p>*Nominated Supervisor</p> <p>*NQS rating</p> <p>*Service information / operation hours</p> <p>*Educational leader</p> <p>*CECA contact details</p> <p>*Contact for complaints</p> <p>*Notice of anaphylaxis</p> <p>*Notice of infectious disease</p> <p>*Weekly menu (80)</p> <p>*Emergency instructions and floor plans (97)</p>	<p>r 173</p> <p>s 172</p> <p>s161-162</p>	<p>-Sighted PA on high shelf in office above someone's work station. Had to ask NS to show me where it was on 3/11/17. 30/11/17 AO asked NS to move them to foyer.</p> <p>-Sighted SA on high shelf in office above someone's work station Had to ask NS to show me where it was on 3/11/17. 30/11/17 AO asked NS to move them to foyer.</p> <p>-Nominated Supervisor signage not available on 3/11/17. 30/11 sighted.</p> <p>-NQS rating not available on 3/11/17. 30/11 sighted</p> <p>-service information not available on 3/11/1730/11. 30/11 sighted</p> <p>-EL signage not available on 3/11/17. 30/11 sighted</p> <p>-No CECA contact details in main foyer, CPRU sign sighted in infants room. NS did not seem to know what this was in reference to, pointed to commissioners contact details on 3/11/17. 30/11 sighted</p> <p>-No contact for complaints available on 3/11/17. 30/11 sighted</p> <p>-No responsible person signage available on 3/11/17. 30/11 sighted</p> <p>-No notice of anaphylaxis available on 3/11/17. 30/11 sighted</p> <p>-Notice of infectious disease sighted on front door of main entrance on 3/11/17</p> <p>-Menu on website and in rooms according to NS. Menu sighted in some rooms on 3/11/17. 30/11 sighted</p> <p>-Floor plans sighted in some rooms, instructions sighted in one room-seemed generic, took photo to check sufficient. on 3/11/17. 30/11 sighted</p>
Educational Program	<p>r 75-76</p> <p>s 168</p>	<p>-Sighted 1, 2, 3, 4, 5, 6, 7 on 3/11/17</p> <p>-No program for Kookaburras, "they go to gov preschool, so no program", kids zap program used for Kookaburras, photos of what they do during day on kid zap. Took photo of Kookaburras "spontaneous program", documented in arrears on 3/11/17. After discussion with compliance TL, decided service needed a copy of PS program and be able to articulate how it's being used at service.</p>
Risk Assessments		<p>-Did not request for emergencies 03/11/17. Not sighted 30/11.</p>
*Potential emergencies	r 97	-Sighted and photo for local excursion toddler group were on 3/11/17.
*Excursions	r 100	
Quality Improvement Plan	r 55	-NS advised on website. Sighted on website on 3/11/17
Notifications made	<p>r174-176</p> <p>s173</p>	-Notifications through portal, usually serious accident or injury, where a child goes to hospital on 3/11/17.