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Government Notice

Department of Premier and Cabinet
Hobart, 26 June 2009

STATE POLICIES AND PROJECTS ACT 1993

State Policy on the Protection of Agricultural Land 2009

PURSUANT to section 11 of the *State Policies and Projects Act 1993*, notice is hereby given that on 26 June 2009 the Governor, acting with the advice of the Executive Council, made the *State Policy on the Protection of Agricultural Land 2009* as a Tasmanian Sustainable Development Policy and fixed 10 July 2009 as the day on which it will come into operation.

DAVID BARTLETT MP, Premier

Department of Education
Hobart, 26 June 2009

CHILD CARE STANDARDS

Child Care Act 2001

ISSUING OF CHILD CARE STANDARDS FOR CENTRE BASED CARE, CLASS 2 (OUTSIDE SCHOOL HOURS CARE)

IN fulfilment of the requirements of section 47 (1) of the *Child Care Act 2001* I hereby issue and publish the following Child Care Standards for Centre Based Care, Class 2 (5 – 12 years) for Outside School Hours Care Services entitled Carer Qualifications; Excursions and Transport; Programming; Furniture; Health, Hygiene and Infection Control; Food and Nutrition; Overnight Care at the Licensed Premises.

This notice takes effect on 1 July 2009

MR JOHN SMYTH, SECRETARY
Department of Education

2 CARER QUALIFICATIONS STANDARD

Carers are to possess appropriate knowledge, skills and experience.

2.1 All carers

Standard to be implemented from 01 July 2009.

The carer is to have:

- (a) an understanding of their duty of care in relation to children.
- (b) experience in caring for children, or the ability to acquire the skills to care for children.
- (c) an understanding that the environment provided for school-aged children needs to:
 - (i) be challenging, whilst safe;
 - (ii) foster their sense of security; and
 - (iii) support their learning and social development.
- (d) a basic knowledge of ages and stages of development.
- (e) a basic knowledge of children's health, hygiene, nutritional and safety needs.

2.2 Carer in a position requiring an approved qualification

The Tasmanian requirements for 'approved qualification/s' will be finalised following the adoption of National Quality Standards (1).

2.3 Qualifications of the person-in-charge

(i.e. the appointed person-in-charge who is physically at the premises where children are provided with child care, and in charge of the day-to-day running and supervision of the program).

The Tasmanian requirements for 'approved qualification/s for the person-in-charge' will be finalised following the adoption of National Quality Standard.

2.4 First aid qualifications

Standard implemented from 01 January 2009:

- (a) There must be at least one staff member on the premises at all times who holds:
 - (i) a current recognised first aid qualification (HLTFA301B 'Apply First Aid' or nationally accredited equivalent⁽²⁾ plus EAM (21886VIC or recognised under the Tasmanian Poisons Regulations as a nationally accredited equivalent) and anaphylaxis (VBP434 or 21827VIC or nationally accredited equivalent); and

- (ii) a current CPR certificate, which must include child CPR (to be updated annually).
- (b) This person is to be immediately available in an emergency situation.
- (1) - The National Quality Standard forms part of the National Quality Agenda, which also includes a ratings framework, a new regulatory approach to early childhood education and care and a national early years learning framework. The national system is intended to replace current licensing and quality assurance processes. Duplication of regulation across levels of government and sectors will be removed. The system will apply to all relevant services, initially long day care, family day care, preschool and outside of school hours care.
- (2) - 'nationally accredited equivalent' includes, for example, Senior First Aid/Level 2/Workplace First Aid, which will be acceptable for a period of three years after the date of issue only.

4 EXCURSIONS AND TRANSPORT STANDARD

Children's safety and wellbeing must be maintained during all excursions and any travel undertaken while in the care of the service.

4.1 Parental permission for excursions

- a) No child is to leave the premises without a parent/s' written authorisation.
- b) Where a service offers routine excursions (refer to Explanatory Notes):
 - i) written information must be provided to a child's parent/s when the child enters care detailing the nature of the routine excursions; and
 - ii) written authorisation for a child to participate must be obtained from the parent/s when the child enters care, as a record that the parent/s acknowledge the nature of these routine excursions.
- c) Where a service offers non-routine excursions (refer to Explanatory Notes):
 - (i) specific written information about each non-routine excursion must be made available to the parent/s, detailing:
 - a. the date/times;
 - b. the proposed destination;
 - c. the method of transport;
 - d. activities/purpose of the excursion;
 - e. identified risks and risk management strategies;
 - f. carer/adult:child ratios; and
 - g. security arrangements, where applicable (e.g. overnight).
 - (ii) written authorisation for the child to participate must be obtained from the parent/s for each non-routine excursion.

4.2 Hazard identification and management

The service is to:

- a) develop a written procedure in order to identify, assess and manage any hazards associated with an excursion;
- b) implement the procedure prior to and during each excursion; and
- c) adjust adult to child ratios in accordance with

Standard 4.4, and take any other action required to manage identified risk.

4.3 Safety of children on excursions

On excursions, there must be:

- a) appropriate supervision by staff at all times;
- b) one staff member with current First Aid qualifications as per Standard 2.4, and the knowledge and ability to implement current First Aid procedures;
- c) a well equipped first aid kit, including any emergency medication, suitable for the excursion, readily accessible at all times;
- d) a list of all children and adults participating in the excursion;
- e) emergency information, e.g. emergency contacts for all children, names and details of children with allergic reactions;
- f) a mobile phone or means of contact with emergency services readily accessible at all times; and
- g) required minimum carer:child ratios, and adult:child ratios as detailed in Standard 4.4.

4.4 Carer/adult:child ratio on excursions, including overnight excursions away from the licensed premises, and travel to and from the excursion destination

- a) The minimum requirement on any excursion
 - i) The minimum **carer:child** ratio of 1:15 (or part thereof); and, in addition.
 - ii) the minimum ratio of **1 adult:10 children** (or part thereof) must be maintained while on an excursion.

Note: If this adult is a volunteer, they must be under direct supervision of a carer – please refer to Standard 4.5.

- iii) Where the service is on a school site and regularly uses another unlicensed part of the school on a routine excursion basis, the service is to advise the licensing authority of the need to continue to operate with a minimum carer:child ratio of 1:15 (or part thereof), or 1:12 if it is a single staff service.

EXCEPT WHERE:

b) Significant hazard

Where the service identifies the likelihood that there is a **significant hazard** within the excursion, the adult:child ratio is 1:5 (or part thereof) for children aged five years and over.

c) If the children are to swim (refer to Explanatory Notes for further information re swimming):

- i) Swimming at a pool can occur only where there is at least one adult with the group who holds a current Bronze Medallion, or where a qualified lifeguard, informed of the excursion, is present and available to assist;
- ii) Swimming at a beach can occur only where a qualified lifeguard, informed of the excursion, is present and available to assist;
- iii) The adult:child ratio is 1:5 for children aged five years and over, with the adult to be in the water with the children*;

***Note:** Where the OSHC service is approved to care

for 4 year old Kindergarten children, the CBC1 adult:child ratio of 1:2 must be applied.

Note: The intent of this standard can be met where the service decides that the qualified (Bronze Medallion) adult should be positioned on the poolside, in order to see the children and adults in the water and be available to assist any of those children and adults immediately if required. This may mean that there is one less adult in the water than the ratio specified above.

iv) Children not in the water must be supervised at all times, and the relevant adult:child ratio for the identified level of risk for that situation must be applied; and

Note: The qualified (Bronze Medallion) adult is over and above the staffing requirement for supervision of children who are not in the water.

v) The carer in charge of the excursion must always be present and maintain overall responsibility.

d) If the children are to paddle

i) The service is to assess the level of risk and adjust ratios accordingly.

ii) The carer/s and any other adults present must be able to see the children at all times and be able to assist children immediately if required.

e) An overnight care environment, e.g. a camp, away from the licensed premises

i) The service must ensure that:

- a. a minimum of two senior staff (one of whom must hold an appropriate child care qualification) are present at all times;
- b. two staff members with current First Aid qualifications as per Standard 2.4, and the knowledge and ability to implement safety procedures are present at all times;
- c. the minimum adult:child ratio of 1:8 (or part thereof) is maintained.

Note 1: Staff and adults, when undertaking ancillary roles, e.g. cooking, are **NOT** included in the adult:child ratio of 1:8.

Note 2: A single staff service may meet the intent of e) i) a. and e) i) b. with one carer who holds an appropriate child care qualification and current First Aid qualifications, plus one adult with current safety screening clearance and current First Aid qualifications.

4.5 Use of volunteers/parents on excursions

The minimum **carer**:child ratio must always be maintained while on an excursion. However, volunteers over 18 years of age, parents and close family relatives, e.g. grandparents, may be used to make up the additional **adult**:child ratio required, on the condition that:

- a) volunteers and regular visitors are always under the direct supervision of a carer;
- b) volunteers and regular visitors (other than parents and close family relatives) hold a current safety screening clearance; and
- c) **for overnight excursions**, all volunteers and regular visitors **including** parents and close family relatives hold current safety screening clearance.

4.6 All vehicles

a) All vehicles used for transporting children must comply with the appropriate transport regulations, including:

- i) valid vehicle registration certification;
- ii) seating for each child, and
- iii) appropriate child restraints, correctly installed, where required (refer to Explanatory Notes).

b) Children must be directly supervised and never left unattended when in or around a motor vehicle;

c) The driver must:

- i) hold a valid driving licence for the vehicle;
- ii) no longer be required to display provisional licence plates;
- iii) have a zero blood alcohol content; and
- iv) not be adversely affected by drugs or medication.

d) Loose objects, such as luggage, are to be safely stored and secured;

e) The service must have a written policy/procedure in the event of an emergency/accident;

4.7 Service's vehicle

In addition to meeting 4.6 a) – f), where the service operates its own vehicle to transport children in care:

a) the vehicle must be roadworthy and regularly serviced; and

b) the driver must have current safety screening clearance and meet the requirements of 4.6 c).

Note 1: The driver may be considered within the minimum carer:child ratios and, if so, must meet the requirements of Standard 2.1.

Note 2: Whilst children are in a vehicle owned by the service they are in the care of and remain the legal responsibility of the service.

4.8 School pick-up and delivery

The service is to assess the risk and adjust ratios accordingly.

As a minimum:

- a) Walking – the minimum **carer**:child ratio of 1:15 must be maintained;
- b) Service vehicle – the minimum **adult**:child ratio of 1:10 must be maintained; and
- c) Other vehicles – the minimum **adult**:child ratio of 1:10 must be maintained.

4.9 Excursion/camp with overnight care

The licensing authority (Child Care Unit) will **NOT** be involved in inspecting or licensing the sites used for excursion/camps with overnight care.

The service must, in advance of an overnight excursion/camp, assess the proposed facilities, using the 'Excursion/camp with overnight care Checklist', which covers:

- a. Maintaining a safe environment.
- b. Sleeping arrangements.
- c. Food arrangements.
- d. Kitchen facilities.
- e. Bathroom/personal hygiene facilities.
- f. Programming.

g. Staff roster/adults present.

The completed checklist must be available to the licensing authority on request.

5 PROGRAMMING

Standard

Programming for the care of school-aged children allows for age-appropriate leisure and recreational activities that meet children's needs in a safe, stimulating and supportive environment.

5.1 Programs for school-aged children should

- (a) reflect the service's philosophy and goals.
- (b) be appropriate to the program offered, i.e. holiday, before or after school.
- (c) include daily an appropriate level of physical activities which reflect current health guidelines for the age group.
- (d) take full advantage of the outdoor environment in all weather conditions.
- (e) be planned to facilitate children's learning and development.
- (f) accommodate and appropriately cater for the range of age-groups in attendance.
- (g) have suitable and sufficient resources such as materials, and equipment, in good working order, to fully provide for choice within the program.
- (h) be physically set up to maximise opportunities for children's choice between quiet/active times and group/small group/individual spaces.
- (i) be inclusive of all children.
- (j) explore a range of cultural experiences in an environment free from prejudice.
- (k) be flexible and able to be responsive to children's emerging interests.
- (l) be planned with significant input from the children, written, displayed and evaluated regularly.

5.2 The program should offer children opportunities to

- (a) contribute meaningfully to the development and evaluation of the program.
- (b) explore a variety of learning experiences, both indoor and outdoor.
- (c) pursue their own interests, including opportunities to return to and complete 'long-term' projects.
- (d) include a balance of new and/or challenging experiences and those where success is assured.
- (e) practise autonomy, independence and, as appropriate, leadership.
- (f) learn about risk and risk management.
- (g) learn and practise life and social skills, including responsibility for self and others.

5.3 Programs must be

- (a) displayed at the service venue.
- (b) available to all parents including those who do not regularly attend the service venue.

7 FURNITURE AND EQUIPMENT

STANDARD

Appropriate furniture and equipment is to be provided and maintained in good order.

7.1 Furniture to support the program

- (a) Adequate furniture to meet the age/developmental stages of children is to be available.
- (b) Furniture must be well maintained at all times.
- (c) Furniture must not present a hazard to children.
- (d) Where applicable furniture is to comply with and be maintained so that it continues to meet relevant Australian Standards.

7.2 Facilities to support children's need for rest

A suitable area where a child/children can rest is to be available.

12 HEALTH, HYGIENE AND INFECTION CONTROL

STANDARD

The health of staff and children in care is to be maintained through the application of appropriate health and hygiene practices.

12.1 General hygiene and infection control practices

The service is to implement policies and/or procedures which reflect current community standards and guidelines, to ensure that:

- (a) staff observe appropriate health and hygiene practices; and
- (b) children are encouraged to follow appropriate health and hygiene practices.

12.2 Infectious diseases

- (a) The service is to implement a policy and/or procedures on infectious diseases which outline immunisation, exclusion and notification practices in line with health authority requirements or recommendations.
- (b) The service is to ensure that staff and families are promptly informed about the occurrence of infectious diseases, in a manner that respects the rights of individual children or staff.
- (c) The service is to keep records of cases of infectious diseases which require either exclusion or notification to relevant health authorities (refer to Standard 15.4 i)).

12.5 Sun protection

The service is to implement policies and/or procedures, which reflect current community standards and health guidelines, to ensure that staff or any other person involved in the care of the children and children observe appropriate sun protection practices.

12.4 Staff health

- (a) The service is to implement policies and/or procedures regarding staff health.
- (b) Staff and others involved with the provision of care are required to maintain a reasonable standard of physical and mental health in order to fulfil their child care duties.

- (c) The licensee is to maintain their duty of care in relation to staff health and safety.
- (d) Where there is concern that, for reasons of health, a person employed or involved in the service cannot perform the child care duties competently, the Secretary, Department of Education, may require that person to submit to a medical examination by a medical practitioner approved by the Secretary, Department of Education.

12.5 Alcohol and drugs

The service is to implement policies and/or procedures to ensure that:

- (a) no person who is adversely affected by drugs or alcohol can care for children; and
- (b) no person will consume alcohol, or drugs (except those required for medical reasons) during the hours children are in the care of the service.

Note: The CCU expects that service policies about alcohol and drugs include all persons in contact with the children in care; visitors, volunteers, students and ancillary workers.

12.6 Smoking

The service is to implement policies and/or procedures to ensure that:

- (a) the premises must be a smoke-free environment both indoor and outdoor; and
Note: 'Smoke free environment' includes when children are not present in the service.
- (b) no staff member or other person involved in the care of the children is to smoke on excursions, or in vehicles used for transporting children.

13 FOOD AND NUTRITION

STANDARD

Food provided by the service must be nutritious, appetising, and culturally and developmentally appropriate.

13.1 Food and nutrition policy

The service is to implement a food and nutrition policy and/or procedures which outline the service's approach to:

- (a) promoting appropriate nutrition to meet children's developmental needs;
- (b) documenting appropriately individual children's dietary needs in relation to children's culture, religion, health and allergies; and
- (c) food handling and storage practices, consistent with the Food Act 2003 and the Australia New Zealand Food Standards Code (the Food Standards Code).

13.2 Food and drink provision

- (a) Drinking water is to be available at all times for children.
- (b) Staff members are to be familiar with individual children's allergy needs and know how to respond.
- (c) Where the service elects to provide food and drink for children, it is to ensure that:
 - (i) meals, snacks and drinks are nutritious, varied, adequate in quantity, culturally appropriate, and take into account children's individual dietary needs;

- (ii) meal equipment (such as crockery, cutlery and furniture) is appropriate to the children's developmental level and encourages their physical skill development and independence; and
- (iii) details of snacks/meals provided each day are to be clearly displayed for children and parents.

13.3 Food handling and hygiene

- (a) All services must comply with legislated food safety requirements [Food Act 2003 and the Australia New Zealand Food Standards Code (the Food Standards Code)].
- (b) Food is to be prepared, handled and stored:
 - (i) in a safe and hygienic manner consistent with Food Standards Code; and
 - (ii) appropriately, to prevent children with allergies having contact with known allergens.
- (c) Individual drinking containers are to be provided for all children.
- (d) Where the service elects to provide food, it must ensure that food handlers have food safety skills and knowledge commensurate with their work activities as required by the Food Standards Code.

18 OVERNIGHT CARE AT THE LICENSED PREMISES

STANDARD

The safety of children must be maintained when in overnight care.

18.1 Maintaining a safe overnight care environment for a 'sleepover' at the licensed premises

(a) Staff:child ratio

The service must ensure that:

- (i) a minimum of two senior staff (one of whom must hold an approved qualification) are on the premises at all times;
- (ii) the minimum adult:child ratio of 1:10 is maintained;
- (iii) at least one staff member with current First Aid qualifications as per Standard 2.4, and the knowledge and ability to implement safety procedures, is present at all times.

(b) Security arrangements

Security arrangements are documented and made available for parents prior to the child being accepted for a 'sleepover' at the licensed premises.

18.2 Maintaining a safe overnight care (regular, on-going service)

(a) Staff:child ratio

The service must ensure that:

- (i) a minimum of two senior staff (one of whom must hold an approved qualification) are on the premises at all times;
Note: This includes situations where the application of the carer:child ratio would generally allow for only one carer to be present.
- (ii) the minimum carer:child ratio of 1:15 is maintained;
- (iii) as a minimum, one staff member directly

- supervises the children at all times; and
- (iv) at least one staff member with current First Aid qualifications as per Standard 2.4, and the knowledge and ability to implement safety procedures, is present at all times.

(b) Security arrangements

Security arrangements are documented and made available for parents prior to the child being accepted into overnight care.

(c) Sleeping arrangements

- (i) There must be an individual bed and mattress provided for each child present.
- (ii) If bunks are used:
 - (a) the bunks must meet the relevant Australian Standard; and
 - (b) children under six years of age are to sleep on the lowest bunks.
- (iii) The sleep space is to be gender-segregated.

(d) Other facilities

There must be:

- (i) sufficient bed linen (e.g. sheets/duonas/blankets; and impervious mattress covers, where required) to meet the needs of children in overnight care;
- (ii) a bath and/or shower for the children's use;
- (iii) sufficient towels and bathroom linen to meet the needs of children in overnight care; and
- (iv) all other facilities as outlined in Standard 8: General Facilities.

(e) Other matters

- (i) Programs for overnight care, in addition to meeting the criteria for Standard 5, must provide for the needs of the children in overnight care.
- (ii) Food and drink available to children in overnight care must meet all criteria of Standard 13.

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