

Licensing visit SELF ASSESSMENT CHECKLIST

Child Care Services (Child Care) Regulations 2006

Child Care Licensing & Standards Unit
1st Floor, 111 Wellington Street, East Perth WA 6004
Tel: 08 6201 3333 (Metro) Tel: 1800 199 383 (Freecall STD) Fax: 08 6210 3300
www.childcare.wa.gov.au

In readiness for your Licensing visit, please complete the following self assessment. If you answer 'Yes' to each of the following questions it does not guarantee you will satisfy all the requirements of the licensing visit, but that you are *more likely* to do so. If you identify any areas that you need some advice or assistance with, please contact your local Children's Services Officer.

Please note, this is not legal advice and it is strongly recommended you always refer to the complete version of the *Child Care Services (Child Care) Regulations 2006* for more information.

Questions	YES	N/A <small>Not applicable</small>	NO → Action required to achieve compliance
INSIDE			
Applications			
Regulation 10 – Documents and information to accompany application			
1. Does your site plan show the location of each building on the land where your child care service is provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does your plan show the use to which each part of the building or buildings at your place will be put?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 27- Absent or indisposed staff			
3. Do you have a policy and procedure that adequately meets the requirements of regulation 27?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirements for place			
Regulation 32 – Play areas on place			
4. Does the site plan you attached to your licence application match your <i>actual</i> place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the floor plan you attached to your licence application match your <i>actual</i> floor layout?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 33 - Exits			
6. Are all children able to open interconnecting doors of rooms that they are allowed to use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are all door handles positioned between 750mm and 1000mm from the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are all door handles of doors giving direct access from the place to the street positioned between 1300mm and 1500mm from the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Questions	YES	N/A <small>Not applicable</small>	NO → Action required to achieve compliance
9. Are all doors giving direct access from the place to the street locked in a manner that does not prevent effective evacuation of the place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Does every room that caters for 20 children or less have at least one doorway no less than 800mm wide that provides direct access to either an outdoor space or a thoroughfare or passage that leads to an outdoor space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. When rooms cater for 20 children or more are there two doorways no less than 800mm wide providing access to either an outdoor space or a thoroughfare or passage that leads to an outdoor space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 37 – Smoke or Fire Detectors			
12. Do you have smoke detectors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are these smoke detectors fitted in accordance with the manufacturer’s instruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Are all smoke and fire detection devices maintained in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>TIP — Check your batteries are in working order.</i>			
Regulation 38 - Staff Room			
15. Does your child care centre have a staff room with at least 7.5m ² of useable space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is this staff room suitable for the withdrawal and respite of staff members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 39 - Area for administration, etc.			
17. Does your child care centre have an area, separate from the staff room, suitable for administrative activities and private consultations with parents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 40 - Kitchen			
18. Do you have a kitchen equipped with at least the following items?			
- sink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- stove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- refrigerator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- hot water supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 41 – Laundry			
<i>Please note, you do not need a laundry, if no child attends for more than 20 hours per week or you are arranging with approval from the Department to treat laundry away from the place. Otherwise...</i>			
19. Do you have a laundry that includes at least a — washing machine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Questions	YES	N/A Not applicable	NO → Action required to achieve compliance
— trough?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
— supply of hot water OR other facility for dealing with soiled nappies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. If you are not to launder nappies at the place, do you have a suitable sealed container for soiled nappies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 42 – Windows			
21. Have you checked that when your windows are opened they do not pose a hazard to children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 43 – Bathroom facilities and transitional			
22. For every 15 children or part thereof, do you have one junior toilet or one adult toilet with a firm step and junior seat?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. For every 15 children or part thereof, do you have one hand basin either with a firm step, or at height that young children can reach?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. For enrolled children who have not reached 3 years of age do you provide a changing bench or mat with a washable top?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. For enrolled children who have not reached 3 years of age do you provide one sink type bath that is:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- supplied with hot and cold water, and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- positioned adjacent to the changing bench or mat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Do you have one adult lavatory and hand basin at the place for each multiple of 10 staff members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 44 – Hot Water			
27. Where taps can be accessed by a child are they thermostatically controlled at a temperature of less than 42°C? OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Are all taps fitted with a device that effectively prevents the operation of the tap by an enrolled child?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 45 - Storage			
29. Do you have enough suitable facilities for the storage of indoor and outdoor equipment and the children's personal items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Will children over three years of age be able to reach their personal clothing and possessions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 46 – Electrical Installation			
31. If your electrical board is located in a children's play area or rest area, is it:			
- locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- at least 1,200mm from the ground?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Questions	YES	N/A Not applicable	NO → Action required to achieve compliance
32. Do you have adequate clearances from mesh fences, gates and similar climbable structures to all aerial power supply cables in accordance with Australian Standard AS/NZS 3000:2000 – Electrical Installations – Buildings, structures and premises (known as the SAA Wiring Rules)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Are your cable pits covered with lids so as to restrict access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 47 – General Purpose Power Outlets			
34. Are all general purpose power outlets installed at a minimum height of 1200mm above the floor OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Are all general purpose power outlets fitted with approved integral safety shutters or with an earth leakage circuit breaker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 48 – Telephones			
36. Do you have a telephone service connected to the place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 49 – Heating			
37. If you are to use a radiant type electrical heater in a play or rest room, is it- - fixed in a position and installed so that any part of the heating element is at least 2130mm above the floor and at least 300mm below the ceiling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. If you are to use an oil-filled, fan type or similar low surface temperature heater, is it — fitted with its own temperature safety thermostat? — unlikely to start a fire, ie it is not a fire hazard? — effectively shielded or guarded so that live parts cannot be probed?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
39. If you have a fire or heating apparatus (other than a low surface temperature heater) — is it effectively shielded or guarded to prevent access to a child from touching it? — does it prevent the emission of any sparks or flame?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Regulation 50 – Fans			
40. If you have wall mounted fans, do you have blade guards fitted in accordance with the manufacturer's instructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. If you have wall mounted fans, are they located so that blades are at least 2000mm above the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. If you have ceiling fans, are the blades at least 2,400mm above the floor level OR is there some provision so that children cannot inadvertently touch the blades?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Questions	YES	N/A Not applicable	NO → Action required to achieve compliance
43. If you are planning to use pedestal/free-standing fans, is there some provision so that children cannot inadvertently touch the blades?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other obligations relating to the place			
Regulation 51 – Display of licence			
44. Have you made a prominent space available at or near the main entrance to display your licence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 52 – Place not to be used as a residence			
45. Can you confirm that the place is not used as a residence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 53 – First aid kit			
46. Have you got a first aid kit that at least includes the following items?			
— a triangular bandage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
— a crepe bandage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
— an adequate variety of sterile wound dressings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
— a resuscitation face shield	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
— a notebook and pencil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
— scissors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
— disposable gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>TIP — For more information on first aid kits please refer to the 'Guide to Written Records'</i></p> <p><i>TIP — For more information visit www.health.gov.au and refer to the publication 'Staying Healthy in Child Care: Preventing infectious diseases in child care'</i></p>			
Regulation 54 – Furniture			
47. Do you have adequate furniture to meet the physical and developmental needs of children that may attend your service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>EXAMPLE — Small table & chairs, cots, high chairs</i>			
Regulation 55 – Storage of tools and dangerous materials			
48. Are your tools stored in a place inaccessible to children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49. Are your cleaning supplies, first-aid supplies and other toxic materials-			
— clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
— in a place that is inaccessible to children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>EXAMPLE — Medicine, paints, alcohol, turpentine, glues, pesticides, detergents, cement, disinfectants & fertilisers.</i>			
50. Are flammable materials at the place stored separately from anything that could constitute or is likely to constitute a fire hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 57 – Animals on place			
51. If you have any animals or birds at your place, are they clean and healthy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Questions	YES	N/A Not applicable	NO → Action required to achieve compliance
52. Does your animal or bird have an area where it can be kept separate and apart from the children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 58 – Plants			
53. If you have any poisonous vegetation at the place have you made sure the vegetation is not accessible to children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 59 – Cleanliness, maintenance and repair of place			
54. Is your place free of rodents, cockroaches and other vermin?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55. Is the place along with all outdoor and indoor equipment and furnishings: — safe? — clean? — in good repair? <i>EXAMPLE— Slides, climbing equipment, toys, swings, tables, chairs, book shelves, cots, barbecues & carpets.</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Regulation 60 – People convicted of a prescribed offence			
56. If you expect to have a person at the place convicted of a prescribed offence and does not have a current assessment notice, while children are attending, have you applied for approval from the Director-General (Department for Community Development)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating procedures			
Regulation 62 – Compliance with procedures			
57. Are there copies of compliance procedures made available to your contact staff members and parents of enrolled children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 63 – Emergency procedures and rehearsals			
58. Do you have an appropriate policy and procedure in place that meets the requirements of Regulation 63?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 64 – Behaviour management procedures			
59. Do you have an appropriate policy and procedure in place that meets the requirements of Regulation 64?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 65 – Procedure for dealing with parent's concerns			
60. Do you have appropriate procedures to be followed by contact staff members in dealings with concerns of parents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Questions	YES	N/A Not applicable	NO → Action required to achieve compliance
Regulation 66 – Transport procedures			
61. Do you have an appropriate policy and procedure in place that meets the requirements of Regulation 66 with relation to the transport of enrolled children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration of early childhood care service			
Regulation 67 – Enrolment form			
62. Do you have enrolment forms for all enrolled children at your centre?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63. Does your enrolment forms provide, as far as is practicable, information outlined in subregulation 67(2)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 68 – Record of medication			
64. Have you prepared a record of medication that includes space for-			
- the name of the medication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- the date and time of the administration of the medication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- the quantity of the medication administered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- the name of the person who administered the medication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- except in an emergency, a parent's written authorisation for the administration of the medication and any instructions as to the administration of the medication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 69 – Record of injury or accident			
65. Have you prepared injury/accident recording forms which includes the details required in subregulation 68(1)(a), (b), and (c), addressing the nature of injury, treatment given and details relating to the death of an enrolled child?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 70 – Record of attendance			
66. Have you prepared daily record of attendance forms that includes the details required in subregulation 70(1)(a) and (b)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 71 – Record of excursions			
67. Have you prepared a record of excursion form including the details required in subregulation 71(1)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 72 – Other records			
68. Do you keep records relating to:			
- rehearsals of emergency procedures conducted at the place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Questions	YES	N/A <small>Not applicable</small>	NO → Action required to achieve compliance
- evidence of qualifications of each contact staff member, including qualifications in first aid, resuscitation, swimming or water rescue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- days and times a contact staff member is employed by the licensee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- written particulars of the programme of activities provided under regulation 83?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 73 – Storing records 69. Have you prepared an area at the place where you can keep records safe and secure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70. Do you have a procedure in place that meets the requirements under subregulation 73(2)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 74 – Confidentiality of records 71. Do you have a policy and procedure in place that meets the requirements of regulation 74?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 76 – Information for parents 72. Have you made the necessary preparations to make the items listed in subregulation 76(1) available to parents in writing upon request?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
73. Are your emergency and evaluation procedures displayed in a prominent position at or near the main entrance to the place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
74. Do you have appropriate procedures that deal with the concerns of parents displayed in a prominent position at or near the main entrance to the place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75. Do you have the name, address and telephone number of the Child Care Licensing and Standards Unit of the Department displayed in a prominent position at or near the main entrance to the place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76. Do you have a copy of the Act and regulations made available to parents upon request?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 78 - Insurance 77. Have you made the necessary preparations to obtain a policy of insurance that will adequately meet the public liability requirements of your service? <i>TIP — Ensure you keep your Certificate of Currency or equivalent documentation, including receipts, for evidence purposes.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children at care session			
Regulation 79 – Children who are not enrolled children 78. Do you have a policy and procedure in place that meets the requirements of regulation 79?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Questions	YES	N/A Not applicable	NO → Action required to achieve compliance
Regulation 80 – Primary school age enrolled child and transitional			
79. Do you have a policy and procedure in place that meets the requirements of regulation 80?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact staff requirements			
Regulation 81 – Minimum contact staff members required			
80. Are you aware of the minimum number of staff members required at your place during a care session?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 82 – Contact staff arrangements during lunch period			
81. Are you aware of the arrangements required that relate to contact staff numbers during the lunch period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programmes and behaviour management			
Regulation 83 – Programme of activities			
82. Do you have examples and ideas for programmes of activities that may suit the developmental needs of the children that may attend your service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
83. Do your examples and ideas for programmes include-			
- a balance of indoor and outdoor activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- activities that meet the play and relaxation needs of children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- activities that a child may choose to participate in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
— activities that will stimulate and provide for the development of children’s social, cultural, physical, emotional, intellectual, language and creative potential?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
84. Are all your programmes displayed in a prominent position in each indoor playing area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 84 – Play equipment and materials			
85. Do you have enough appropriate equipment to complete the activities in your suggested programme examples? <i>TIP— See Fact sheet ‘Play equipment for pre-school children’ available on the Internet or from your local CSO.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 85 – Managing the behaviour of children			
86. Do you have a policy and procedure that adequately meets the requirements of regulation 85?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Questions	YES	N/A <small>Not applicable</small>	NO → Action required to achieve compliance
Excursions			
<p>Regulation 86 – Excursions</p> <p>87. When taking enrolled children on an excursion do you ensure to prepare a plan in accordance with regulation 88?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Regulation 87 – First aid kit on excursions</p> <p>88. Will you have available a first aid kit to take on excursions?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Regulation 88 – Excursion plans</p> <p>89. Are you aware of the information to be provided on an excursion plan?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Regulation 89 – Contact staff requirements for excursions</p> <p>90. Do you have a policy and procedure that adequately meets the requirements of regulation 89?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Regulation 91 – Transport of enrolled children</p> <p>91. Do you have a policy and procedure that adequately meets the requirements of regulation 91?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water activities			
<p>Regulation 92 – Wading or paddling pool at the place</p> <p>92. If you have any wading or paddling pool, do you have a procedure that meets the requirements of subregulation 92(1)?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>93. If you have any wading or paddling pool, is it stored so as not to collect water?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Questions	YES	N/A Not applicable	NO → Action required to achieve compliance
Regulation 93 – Contact staff requirements for water play			
94. Do you have a policy and procedure in place to ensure that any child engaged in water play as outlined in regulation 93 is directly supervised by at least one contact staff member who has reached 18 years of age?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 94 – Contact staff requirements for water activity excursion			
95. Do you have a policy and procedure that adequately meets the requirements of regulation 94?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety and health of enrolled children			
Regulation 95 – Long attendance of enrolled child			
96. Do you have a policy and procedure that adequately meets the requirements of regulation 95?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 96 – Protection of enrolled children leaving the place			
97. Do you have a policy and procedure that adequately meets the requirements of regulation 96?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 97 – Illness or accident to enrolled child			
98. Do you have a policy and procedure that adequately meets the requirements of regulation 97?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 98 – Nutrition and food service			
99. Do you have a policy and procedure that adequately meets the requirements of regulation 98?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100. Do you have a place set aside to prominently display your menu and food preparation hours to parents each week?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 99 – Hygiene standards			
101. Do you have a policy and procedure that adequately meets the requirements of regulation 99?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 100 – Alcohol and drugs			
102. Do you have a policy that adequately meets the requirements of regulation 100?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 101 – Smoking			
103. Do you have a policy that adequately meets the requirements of regulation 101?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Questions	YES	N/A Not applicable	NO → Action required to achieve compliance
Regulation 102 - Trampolines			
104. If you are planning to use a trampoline, do you have a procedure in place that ensures any enrolled child who is using a trampoline is directly supervised by a person who has reached 18 years of age?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OUTDOOR			
Requirements for place			
Regulation 34 – Shade			
105. Does your outdoor play area have adequate shade? <i>TIP — For more information on shade guidelines visit www.cancerwa.asn.au. 'Shade for the Public – Guidelines for Local Government' outlines ways of providing more shade for public venues.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 35 - Fencing			
106. Is your child care place enclosed by a fence of at least 1200mm in height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
107. Are all the gates in this fencing at least 1200mm high?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
108. Are all your gates leading off the place or to a hazard fitted with an efficient locking mechanism or lock?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109. Is any creek, dam or similar body of water separated from your outdoor play area by an enclosure that meets the requirements of Part 10 of the <i>Building Regulations 1989</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulation 36 – Swimming pools			
110. Is there a swimming pool at your place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other obligations relating to the place			
Regulation 56 – Playground equipment			
111. Do you have soft surfaces under and around your outdoor play equipment where there is a reasonable likelihood a child may fall? <i>EXAMPLE — Slides, climbing equipment & swings.</i> <i>TIP — For more information on child safety visit www.kidsafewa.com.au.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
112. Does your outdoor play equipment pose a hazard to children because of its design, manufacture, installation or use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered all 'Yes' or 'Not applicable', you are ready for a licensing visit.

If you have some unmet areas and assess you will not be able to achieve compliance before your licence visit date, please phone your Licensing Officer without delay to arrange a new date. This will help ensure licence processing times can be kept to a minimum for all applicants.