



South Australian standards for in-home care services

Standard 1

- 1.1 An approved in-home care service provider must ensure that each individual in-home carer is a fit and proper person. An approved in-home care service provider must:
- obtain a current relevant screening assessment or working with children check from an authorised central assessment screening unit before engaging an individual in-home carer
 - conduct subsequent screening assessments for people working with children for each individual in-home carer they engage to maintain currency of assessment
 - conduct a face-to-face interview before engaging an individual in-home carer
 - directly contact at least two current referees before engaging an individual in-home carer.
- 1.2 An approved in-home care service provider must have a process in place to ensure that they are notified by in-home carers of any circumstances that may affect their fitness and propriety or suitability to work with children.

Standard 2

- 2.1 An approved in-home care service provider must ensure each individual in-home carer has the following knowledge, skills and experience:
- an understanding of their duty of care in relation to the children in their care
 - experience in caring for children
 - a basic knowledge of early childhood development
 - a basic knowledge of children's health, hygiene, nutritional and safety needs

- e) a current approved first-aid qualification that includes emergency asthma management training, anaphylaxis management training and child cardiopulmonary resuscitation (CPR) training; and
 - f) completed current child safe environment training and have a thorough understanding of their responsibilities in relation to child protection.
- 2.2 An approved in-home care service provider must ensure that they conduct an appropriate induction program prior to engaging an individual in-home carer.

Standard 3

- 3.1 An approved in-home care service provider must ensure that an individual in-home carer only care for one family at any one time.
- 3.2 The in-home care service provider must approve an individual in-home carer's own children being cared for at the same time in the home of the family.

Standard 4

- 4.1 The approved in-home care service provider must have policies and procedures in place to ensure that the in-home care environment is safe and suitable for children including:
- a) Children must be cared for in a healthy and safe environment:
 - i. Prior to care being provided in a new environment a thorough hazard identification and management check is to be completed.
 - ii. Individual in-home carers have an understanding of identifying, assessing and managing risks.
 - iii. The environment is free of tobacco smoke while children are in care.
 - iv. An individual in-home carer is not affected by alcohol or drugs (including prescription medications) so as to impair their capacity to supervise or provide care to children.
 - b) Adequate health and hygiene practices are to be maintained.
 - i. Food is handled, stored and prepared in a safe and hygienic manner.
 - ii. An individual in-home carer understands and follows current guidelines in relation to sun protection.
 - iii. An individual in-home carer follows current guidelines in relation to the management and notification of infectious diseases.
 - iv. An individual in-home carer is made aware of, in writing, details about the management of each child's allergies and health care needs.
 - v. An individual in-home carer effectively manages each child's allergies and health care needs.
 - vi. An individual in-home carer understands and follows the safe sleeping standards and guidelines.
 - c) Children are adequately supervised and protected from harm and hazards at all times while in care.

- d) If a child has an accident, injury or becomes ill while in care, an individual in-home carer will:
 - i. administer appropriate first aid in accordance with their first aid training, if required
 - ii. seek immediate medical aid or emergency services, if required
 - iii. notify the child's parent, guardian or person nominated by the parent as soon as possible
 - iv. keep a detailed record of the accident, injury or illness.
- e) Written authorisation is required if medication is to be administered to a child in care by an individual in-home carer.
 - i. Medication is to be stored appropriately and out of reach of children.
 - ii. Medication should be prescribed and be in the original container bearing the instructions and use-by date.
 - iii. A record of the medication administered to children is to be kept.
- f) First aid provisions must be available at all times in the care environment.
 - i. First aid provisions should be easily accessible to an individual in-home carer and not accessible to children.

Standard 5

- 5.1 An approved in-home care service provider must promote relationships and interactions between the individual in-home carer and children that are positive and nurturing.
 - a) An individual in-home carer must promote the dignity and rights of each child at all times by:
 - i. using positive guidance techniques and encouraging children towards positive and responsible behaviour choices
 - ii. interacting with children in a positive and respectful manner
 - iii. respecting the child's family culture and values.
 - iv. working in partnership with parents and guardians to support each child's wellbeing and development.

Standard 6

- 6.1 The approved in-home care service provider should incorporate a continuous improvement approach to outcomes for children by ensuring an individual in-home carer undertakes relevant professional development each year as specified by the approved in-home care provider.
- 6.2 The approved in-home care service provider obtains feedback from parents, guardians and families a minimum of once per year.

Standard 7

- 7.1 An approved in-home care service provider must ensure that the safety and wellbeing of children is maintained during an excursion and vehicular travel by ensuring:
- a) An individual in-home carer must obtain written authorisation before any child is taken out of the premises for an excursion.
 - b) An individual in-home carer must identify, assess and manage any hazards to ensure the safety of the children while on an excursion.
 - c) An individual in-home carer must have an emergency plan in place for excursions in the event of an injury, accident or vehicle breakdown.
 - d) On an excursion an individual in-home carer must:
 - i. supervise children at all times
 - ii. have a first aid kit available
 - iii. carry any medication required by a child or children (if necessary)
 - iv. have emergency information available
 - v. carry a mobile phone or means of emergency contact.
 - e) When transporting children in their own vehicle an individual in-home carer must:
 - i. hold a current valid driver's licence
 - ii. have appropriate registration and insurances for the vehicle
 - iii. follow the requirements for safe passenger transport by using appropriate child restraints and seating.
 - f) The approved in-home care service provider and individual in-home carer must obtain parental agreement to conduct an assessment of the family vehicle if it is to be used by an individual in-home carer to transport children and confirm that:
 - i. there are appropriate registration and insurances for the vehicle; and
 - ii. they are able to follow the requirements for safe passenger transport by using appropriate child restraints and seating in that vehicle.

Standard 8

- 8.1 The approved in-home care service provider must develop and maintain appropriate policies, procedures and records necessary to support the provision of care and application of these standards as prescribed in the Addendum.
- a) Policies and procedures of the approved in-home care service provider are regularly reviewed, evaluated and updated.
 - b) Policies and procedures of the approved in-home care service provider are readily accessible to individual in-home carers and parents of children in care.
 - c) The approved in-home care service provider must:
 - keep a record of the dates and hours of care that are provided to children by each individual in-home carer.
 - hold a register of the parents of the children in care.
 - maintain current adequate public liability insurance at all times.
 - keep a copy of evidence of current relevant screening assessments for working with children or working with children checks, first aid and other relevant qualifications and records for each individual in-home carer.

- d) Records must be kept up-to-date, stored in a safe and secure area and remain confidential.
- e) Each individual in-home carer must carry with them:
 - i. an identity card provided by the approved in-home care service provider that contains photograph and signature of the individual in-home carer;
 - ii. the approved in-home care service provider's contact phone number; and
 - iii. any relevant emergency numbers.

Standard 9

Notifications to the Regulatory Authority in accordance with sections 173 and 174 of the *Education and Care Services National Law (South Australia)*.

- 9.1 The approved provider of an in-home care service is required to notify the Education Standards Board on certain matters such as:
- a) Any circumstances that affect an individual in-home carer's ability to be a fit and proper person to provide care to children including any change of circumstance relating to their relevant history assessment or working with children check, and any changes to their medical condition that may affect their suitability to provide care to children. The notification must be made within 7 days of the in-home care service provider becoming aware of the change.
 - b) Any serious incident that resulted in the death of a child while in care. The notification must be made within 24 hours of the death or the time that the in-home care service provider becomes aware of the death.
 - c) Any serious incident that resulted in a child being hospitalised or requiring urgent medical attention while in care. The notification must be made within 24 hours of the incident or the time that the in-home care service provider becomes aware of the hospitalisation or that urgent medical attention was sought.
 - d) Any incident where emergency services was sought to attend an emergency while children are in care. The notification must be made within 24 hours of the incident or the time that the in-home care service provider becomes aware of the incident.
 - e) Any circumstances where a child appears to be missing or cannot be accounted for. The notification must be made within 24 hours of the incident or the time that the in-home care service provider becomes aware of the circumstance.
 - f) Any complaint made to the in-home care service provider alleging the provision of care of children is being affected, compromising the safety, health or wellbeing of a child or children. The notification must be made within 24 hours of the in-home care service provider receiving the complaint.
 - g) Any complaint alleging that the Law or Standards has been breached. The notification must be made within 24 hours of the in-home care service provider receiving the complaint.

Addendum to Standard 8

- 8.1 The records include:
- i. documentation relating to child information details
 - ii. health care requirements
 - iii. parent contact information
 - iv. parent permissions
 - v. authorised persons
 - vi. record of hours of care
 - vii. authorisation to administer medication
 - viii. administration of medication
 - ix. child accident
 - x. injury and illness records
 - xi. risk assessment and risk management
 - xii. authorisation for excursion; and
 - xiii. risk assessment, hazard identification and management check.
- 8.2 The policies and procedures include:
- i. recruitment and induction of individual in-home carers
 - ii. support and monitoring of individual in-home carers
 - iii. in-home carer responsibilities and conduct
 - iv. professional development and continuous improvement
 - v. enrolment and authorisations
 - vi. child safe environment
 - vii. children's health, safety and wellbeing
 - viii. accident, illness and injury
 - ix. first aid
 - x. health and hygiene practices
 - xi. water safety
 - xii. medication
 - xiii. emergency management
 - xiv. risk assessment and management
 - xv. excursions
 - xvi. grievance procedures and complaint management
 - xvii. notification requirements
 - xviii. records management