

Details		
1. Details of person /entity to whom the enforcement action relates	Approved Provider	Oakhaul Pty Ltd – PR-00000755
	Service type	Centre Based Service
	Service name	Little Champions Child Care
2. Service address	35-37 York Street, Oakey, Queensland, 4401	
3. Nature of Enforcement Action	Compliance Notice	
4. Reason for Compliance Notice	<p>On 21 December 2021, Authorised Officers from the Regulatory Authority conducted a monitoring visit at the service.</p> <p>The following breaches of the National Law and National Regulations were identified during the monitoring visit:</p> <ul style="list-style-type: none"> • Regulation 103 (1) – The approved provider of an education and care service must ensure that the education and care service premises and all equipment and furniture used in providing the education and care service are safe, clean and in good repair; • Section 167(1) National Law – The approved provider of an education and care service must ensure that every reasonable precaution is taken to protect children being education and cared for by the service from harm and from any hazard likely to cause injury. • Regulation 97(4) – The approved provider of an education and care service must ensure that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the education and care service premises; • Regulation 170(1) – The approved provider of a centre-based service must take reasonable steps to ensure that nominated supervisors and staff members of, and volunteers at, the service follow the policies and procedures required under regulation 168; • Regulation 77(1) – The approved provider of an education and care service must ensure that the nominated supervisors and staff members of, and volunteers at the service implement – <ul style="list-style-type: none"> (a) adequate health and hygiene practices; • Regulation 160(1) – the approved provider of an education and care service must ensure that an enrolment record is kept that includes the information set out in sub-regulation (3) for each child enrolled at the education and care service. <ul style="list-style-type: none"> (3) An enrolment record must contain the following information for each child: 	

(b)(iv) any person who is authorised to consent to medical treatment of the child, or authorise to administer medication to, the child;

(i) the relevant authorisations set out in regulation 161;

(j) the relevant health information set out in regulation 162;

- Regulation 161(1) – the authorisations to be kept in the enrolment record for each child enrolled at an education and care service are –

(a) An authorisation, signed by a parent or person named in the enrolment record as authorised to consent to the medical treatment of the child, for the approved provider, a nominated supervisor or an educator to seek (i) medical treatment for the child from a registered medical practitioner, hospital or ambulance service.

- Regulation 162 – the health information to be kept in the enrolment record for each child enrolled at the education and care service is –

(a) The name, address and telephone number of the child's medical practitioner or medical service.

(d) any medical management plan, anaphylaxis medical management plan or risk minimisation plan to be followed with respect to a specific healthcare need, medical condition or allergy referred to in paragraph (c).

- Regulation 100 – The approved provider of an education and care service must ensure a risk assessment is carried out in accordance with regulation 101 before an authorisation is sought under regulation 102 for an excursion

(4) a risk assessment is not required under this regulation for an excursion if –

(a) the excursion is a regular outing; and

(b) a risk assessment has already been conducted for the excursion; and

(c) that a risk assessment has been conducted not more than 12 before the excursion is to occur.

Regulation 101(2) – Without limiting sub-regulation (1), a risk assessment must consider –

(a) The proposed route and destination for the excursion;

(b) Any water hazards;

(e) The number of adults and children involved in the excursion;

(h) The proposed duration of the excursion; and

(i) Items that should be taken on the excursion.

- Regulation 102 – the approved provider of an education and care service must ensure that a child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided under sub-regulation (4)

(4) the authorisation must be given by a person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises by an educator and must state –

(c) the date the child is to be taken on the excursion (unless the authorisation is for a regular outing); and
(d) a description of the proposed destination for the excursion.

- Regulation 102D – The approved provider of an education and care service must ensure that a child being educated and cared for by the service is not transported by the service or on transportation arranged by the service unless written authorisation has been given under sub-regulation (4).

(4) The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the child being transported by the service or on transportation arranged by the service and must state:

(a) the child's name;

(b) the reason the child is to be transported;

(c) if the authorisation is for regular transportation, a description of when the child is to be transported;

(d) if the authorisation is not for regular transportation, the date the child is to be transported;

(e) a description of the proposed pick-up location and destination;

(f) the means of transport;

(g) the period of time during which the child is likely to be transported;

(h) the anticipated number of children likely to be transported;

(i) the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation;

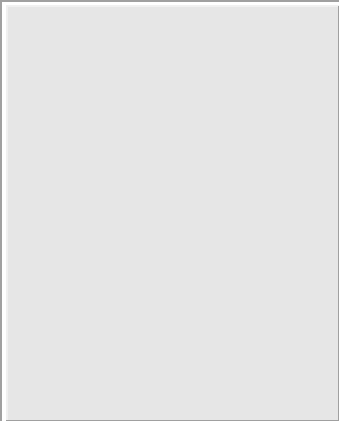
(j) any requirement for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported;

(k) that a risk assessment has been prepared and is available at the education and care service;

(l) that written policies and procedures for transporting children are available at the education and care service.

- Regulation 102B(1) – the approved provider of an education and care service must ensure a risk assessment is carried out in accordance with regulation 102C before an authorisation referred to in regulation 102D(4) is sought to transport children.
- Regulation 102C(1) – A risk assessment for the transportation of a child by or arranged by the education and care service must –

	<ul style="list-style-type: none"> (a) Identify and assess risks that transporting the child may pose to the safety, health or wellbeing of the child; and (b) Specify how the identified risks will be managed and minimised. (2) without limiting sub-regulation (1), a risk assessment must consider – <ul style="list-style-type: none"> (a) the proposed route and duration of the transportation; and (b) the proposed pick-up location and destination; and (c) the means of transport; and (d) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and (e) any water hazards; and (f) the number of adults and children involved in the transportation; and (g) given the risks posed by transportation, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required; and (h) whether any items should be readily available during the transportation; (i) the process for entering and exiting – <ul style="list-style-type: none"> (i) the education and care service premises; and (ii) the pick-up location or destination (as required); and (j) Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking. • Regulation 92 (1) – The approved provider of an education and care service must ensure that a medication record is kept that includes details set out in sub-regulation (3) for each child to whom medication is or is to be administered by the service.
(e) Date of Compliance Notice	14 January 2022
(f) Steps taken by the approved provider to remedy	<p>In response, the Approved Provider has submitted evidence of the following actions:</p> <ul style="list-style-type: none"> • Conducted cleaning and repairs and removed unsafe furniture and equipment at the education and care service premises to ensure the premises, furniture and equipment are safe, clean and in good repair; • Updated forms, checklists and templates used for cleaning and maintenance at the service and advised staff of the changes; • Conducted an audit of the centre to ensure that emergency and evacuation diagrams and instructions are on display in a prominent position at each exit; • Reviewed and updated the Emergency and Evacuation Policy and Procedure and advised staff of the changes;

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- Reviewed and updated the Transportation Policy to meet the legislative requirements regarding transportation to and from the education and care service and advised staff of the changes;
 - Provided training to staff members regarding the updated transportation procedures at the service;
 - Provided an updated enrolment record and health information for a child enrolled at the service with medical condition to meet the requirements of National Regulation 160-162; and
 - Removed animals from the education and care service and cleaned enclosures.