

Errata Sheet

Title and commencement – these criteria may be cited as the Licensing Criteria for Early Childhood Education and Care Centres Amendment Criteria 2011.

These criteria came into effect on 21 July 2011.

Premises and facilities

PF1 The design and layout of the premises:

- support the provision of different types of indoor and outdoor experiences; and
- include quiet spaces, areas for physically active play, and space for a range of individual and group learning experiences appropriate to the number, ages, and abilities of children attending.

PF2 The design and layout of the premises support effective adult supervision so that children's access to the licensed space (indoor and outdoor) is not unnecessarily limited.

PF5 All indoor and outdoor items and surfaces, furniture, equipment and materials are safe and suitable for their intended use.

PF18 The service has at least 1 toilet for every 1-15 persons. Persons are defined as children aged two and older and teaching staff that count towards the required adult:child ratio.

Health and Safety

HS7 There is a written procedure and supplies such as food, water, and spare clothes, necessary for ensuring the care and safety of children attending the service in the case of an evacuation or other emergency.

Documentation required:

1. A written procedure and list of supplies sufficient for the age and number of children attending the service. The procedure outlines how staff will access appropriate help and support in a variety of emergency situations (e.g. sudden illness or injury, fire, threats, civil disaster, etc).
2. Evacuation procedure for the premises.

HS25 There is an adult present at all times for every 50 children attending (or part thereof) that:

- holds a current first aid qualification gained from a New Zealand Qualifications Authority accredited first aid training provider; or
- is a registered medical practitioner or nurse with a current practising certificate; or
- is a qualified ambulance officer or paramedic.

If a child is injured, any required first aid is administered or supervised by an adult meeting these requirements.

Documentation required:

1. A record of all injuries that occur at the service that include:
 - the child's name;
 - the date, time, and description of the incident;
 - actions taken and by whom;
 - evidence of parental knowledge of the incident.
2. Copies of current first aid (or medical practising) certificates for adults counting towards this requirement.

HS31 A process for the prevention of child abuse is implemented, and a procedure for responding to suspected child abuse is followed when required.

Documentation required:

1. A process for the prevention of child abuse;
2. A procedure for responding to suspected child abuse.

Governance, management and administration

GMA5 A philosophy statement guides the service's operation.

Documentation required:

A written statement expressing the service's beliefs, values, and attitudes about the provision of early childhood education and care.
