

Errata Sheet

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

These criteria came into effect on 21 July 2011.

Health and safety

- HS4** 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 procedure for dealing with emergencies, that is relevant to the premises where children attend. The procedure outlines how educators 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.
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- HS22** There is an adult present at all times while the children are attending 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.

If access to first aid training is limited due to circumstances beyond the service provider's control, the service provider must ensure that educators have knowledge of first aid, and gain a first aid qualification within 4 months of starting work at the service.

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.
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HS28 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.
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Governance, management and administration

GMA4 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.
