Criminal Record Review Act

Will the change to the Act affect your day care?

A criminal record check is now required for any post-secondary student:
- Who is in a program that includes a practicum component of working with children, and
- Who will receive a diploma or certificate upon completion (e.g. Early Childhood Education).

The post-secondary education institution must initiate the process for obtaining a criminal record check. However, it is your responsibility to ensure that any practicum student at your day care does not work with children until you have verified with the post-secondary institution that a criminal record check clearance has been obtained.

The Criminal Records Review Program will discontinue the Short Term Registry for Early Childhood Education (ECE) students by January 1, 2012. After that, ECE students will have criminal record check clearances which are valid for 5 years (which will be kept by the post-secondary education institution).

For more information about the Act, and other resource materials, visit http://www.pssg.gov.bc.ca/criminal-records-review/index.html.

What’s New

We have a new and improved Website

Did you know that we have moved our Community Care Facilities Licensing website information and resources to a new home? Well, now you do, and you have a reason to check it out. We have brought together all of our information from our old website (and then some) onto the web pages of the main Fraser Health website. You can even access previous editions of our “Licensing Updates” through the website. Or scroll over to the “Your Care” tab to find other Fraser Health services and programs.

Our new and improved location on the Fraser Health website offers you one stop shopping for community care licensing resources and other health related information from Fraser Health such as:
- Licensing program office addresses and telephone numbers,
- Forms (e.g. “Application for Licence” if you need to request a change to your licence),
- “Change of Manager” package, and
- Links to regulations and other resources under the main tab “Your Environment”: http://www.fraserhealth.ca/your_environment

Here is the shortened link that will take you directly to the Community Care Facilities Licensing web pages: http://www.fraserhealth.ca/childcare.

Happy surfing!
Inspection Reports: What has changed?
You may have experienced or heard about the new style of inspection reports being written by Licensing staff, which focus on “exception-based” reporting.

1. What is an “exception-based” report? The Community Care Facilities Licensing Officer will focus on recording regulatory non-compliance in the inspection reports, rather than commenting on individual sections of the regulations that are found in compliance.

2. How will the new format of inspection reports benefit me? It is anticipated you will find the reports more focused, shorter in length, and easier to read. This format will provide the Licensee with the necessary and essential information to assist in taking appropriate corrective action (if necessary). With many of the reports being written on site, you will receive the report in a more efficient manner.

3. Should I be worried that only non-compliance items will be recorded? No, Licensing staff will continue to record relevant Licensee commitments and positive accomplishments to ensure that there is a balanced review of your facility.

4. What if I have further questions? Please contact your Licensing Officer with any further questions.

What is a low, moderate and high inspection priority?
You may have read in local newspapers that a licensed care facility was assigned a moderate inspection priority - but what does that mean to you?

Inspection priorities are simply a way to help Licensing Officers manage their workload. To help optimize the allocation of limited staff resources, the Community Care Facilities Licensing Program tries to adjust the frequency that a Licensing Officer spends monitoring each facility assigned to them. Licensing Officers complete a workload tool called the Inspection Priority Tool at least annually. This sets the minimum number of routine and followup inspections for the upcoming fiscal year. Additional inspections may also occur.

The inspection priority level indicates the potential of an unsafe environment for persons in care. It is simply an indicator of which facilities may require less frequent monitoring from those that require more frequent monitoring.

It is important to note that the terms “low, moderate, or high” are also used as hazard rating categories on inspection reports. “Inspection priority levels” are different than “inspection hazard ratings”. So you may have a “low” inspection priority level assigned to your facility but “moderate” hazard rating on an inspection report; or vice versa.

The Inspection Priority Tool is completed on or about the time a licence is issued for a new facility, and after a routine inspection is completed.

The Licensing Officer reviews 6 major operational categories associated with noncompliant activities and assesses the significance of the 20 associated operational factors which may contribute to creating an unsafe environment for persons in care, as listed below.

The 6 Operational Categories are:
- Inspection, Reportable Incident, and Investigation History Assessment
- Management Effectiveness Assessment
- Staff Qualifications and Supervision Practices Assessment
- Facility Physical Plant Assessment
- Policies and Procedures Assessment
- Self-monitoring/Quality Improvement, Staff Training and Prevention Assessment

The 20 Operational Factors are:
- Complaint history
- Discipline or restraint policy review
- Environmental hazards
- Equipment and space requirements
- Facility sanitation
- Facility security
- General policy review
- Hazard Rating
- Incident reporting
- Investigation history
Another day care operator telephones and invites you and children in your care to meet together for a play date. You think, why not? The weather is nice and the kids would love the change in scenery. Everybody wins, right?

Meeting together can be a fun and rewarding experience for all. Planning for possible risks is an important part of having a successful outing. Here are some health and safety considerations that you should think about.

**Programming:**
- Am I doing this as a benefit to me or to the children in care?
- Do I have any program activities planned? (e.g. equipment, snacks/lunch)
- Am I prepared for an emergency/incident? (First aid kit, children’s emergency contact numbers, cell phone, etc.)

**Play Date Location Environment:**
- Is play equipment available? Is the equipment age appropriate and safe for all of the children?
- Are there any potential hazards? (e.g. bodies of water, wooded areas, ravines, nearby parking lots/roadways, unsecured stairs/storage areas, broken equipment, no resilient surfacing, etc.)
- Do I have a system to safeguard the children against accessing hazards? (e.g. safety cones, creating barriers, safety rules, buddy systems)
- Are washrooms available?

**Supervision:**
- Can I provide adequate supervision while in this setting? Can I visually supervise effectively at all times?
- How will I ensure that I am close to younger children if they need my assistance? (e.g. when young children are on equipment)
- Who will supervise my other children when I take a child to the washroom?

Everybody wins when there is thoughtful preparation to ensure children are safe!

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**Summaries of your routine inspection reports now on our website**

Summaries from your routine inspection reports and follow-up checks to a routine inspection are now posted on the Fraser Health website as part of a province-wide initiative to provide facility inspection information to parents and families. Similar inspection summaries for adult residential care facilities were already posted.

Anyone at anytime will be able to view the inspection report summary for your child care facility. To get an idea of what the public can see, go to: [http://www.fraserhealth.ca/childcare](http://www.fraserhealth.ca/childcare).

This information has been previously available to the public by request only, and now it will be easily accessed by anyone through the Fraser Health website at anytime. Public access to inspection reports is expected to increase public accountability and transparency for all Fraser Health licensed community care facilities. Other areas of the world that already have similar postings for community care facilities in place include Ontario, and several US and Australian states.
Safe Sleeping Environments for Infants

Safe sleeping environments for infants are crucial to reduce the risk of sudden unexpected infant deaths.

The child care licensing regulation address safety requirements for infants:

- Always place an infant on his or her back to sleep (unless they can roll over without assistance).
- Make sure the day care and sleep environments are smoke free.
- A sleep surface must be used by one infant at a time. No one should be sharing a bed with an infant.

Other safe sleep recommendations include:

- Remove anything that could impair the infant's ability to breath from their sleeping environment (e.g. bumper pads, pillows, stuffed toys, etc.).
- Do not place an infant to sleep on a surface not designed for infant sleep (e.g. couch, chair, car seat, etc.).
- Visually check on a sleeping infant every 15 to 20 minutes.
- Do not let the infant overheat.
- Place the infant's feet up against the foot of the crib.
- If using a blanket, make sure it:
  - goes no further than the infant's chest,
  - goes under the arms, and
  - is tucked around the mattress.

For more information on creating a safe sleeping environment for infants in your care, visit http://www.caringforkids.cps.ca/pregnancy&babies/SafeSleepForBaby.htm or contact your local Licensing Officer.

This information can also be found on our website at: www.fraserhealth.ca/childcare.