



POLICY STATEMENT Children Services Unit

VISITORS TO FDC RESIDENCES AND VENUES

POLICY ADOPTED: 7 April 2021

Policy Objective:

To record all visitors to Family Day Care (FDC) residences whilst children are being educated and cared for at the residence.

Policy Statement:

Bland Shire Children Services will ensure that all reasonable steps are taken to ensure that Educators keep a record of all visitors to the Family Day Care residence or venue while children are being educated and cared for.

Educators may have visitors to their residence or venue whilst providing care. Regular visitors can add to the family environment that is provided by Educators and be an enjoyable experience for adults and children alike. It is essential that the care and education of children is not compromised by the presence of visitors.

During hours of operation, the Educator is responsible for the provision of quality care for children and families. During this time, visitors to the residence should be limited to ensure the high quality program and effective supervision is maintained at all times.

Statutory Legislation and Considerations:

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011: 165, 166, 168, 169, 178

Definitions:

This policy applies to educators registered with the Bland/Temora Family Day service

Regular Visitor: is defined as anyone who has contact fortnightly or more often with the children in care.

For the purposes of this policy, a visitor becomes a resident after 30 continuous days of residing in the same premises.

Responsibilities:

Nominated Supervisor will:

- Ensure educators are advised of their responsibilities regarding the requirement to keep a record of all visitors to a Family Day Care residence or venue while children are being educated and cared for.
- Ensure educators are made aware of their responsibility to not leave any child unaccompanied with any visitor to the residence or venue.

- Advise educators that adult residents and regular visitors are required to hold a current Working with Children Check to visit the care premises or venue while the children are in care.
- Ensure where a visitor negatively influences the quality of care provided, the service grievance policy will be followed.

Educators will:

- Ensure that every visitor to their residence or venue completes the record of visitors as per regulations, this must include:
 - a) The time the visitor arrived
 - b) The time the visitor departed
 - c) The name and signature of the visitor
 - d) Reason for the visit
- Provide the Coordination Unit with current information and a Working with Children Check for all regular visitors.
- Not allow regular visitors who do not have a current Working with Children Check to visit their premises or venue while the children are in care.
- Not allow any visitor who is not of good character to visit their residence or venue whilst children are in care.
- Notify the Co-ordination Unit in advance, of any guests staying at the home or within the property boundary, overnight or longer, while the home or in-venue facility is a workplace and children are in care. This information will be documented on the Educator's file. Each situation will be assessed individually. The Co-ordination Unit reserves the right to make individual agreements with FDC Educators in regards to the above.
- Notify the Coordination Unit of any visitor staying at the premises, whilst children are in care, who is residing in the premises for a period of 30 continuous days or more.
- For best practices, the FDC Educator should complete a risk assessment for visitors residing in the FDC residence for less than 30 continuous days.
- Not at any time leave a child or children with a visitor or allow a visitor to assume the Educator's role.
- Ensure that all visitors interact appropriately and respectfully to the children in care.
- Ensure that visitors understand that the children in education and care are a priority.
- Inform parents/guardians of regular visitors who may visit the children in their premises.
- Where possible, introduce families to persons with whom their children are in contact with.
- Immediately notify the Coordination Unit of any issues or concerns related to the presence or interaction between a visitor and a child or children in education and care.

References:

Australian Children's Education and Care Quality Authority (2020) Guide to the National Quality Framework.

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Early Years Learning Framework – Belonging Being Becoming (2009)

My Time Our Place – Framework for School Aged Care in Australia (2019)

Appendices:

Nil

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director Corporate and Community Services		
EDRMS Doc. ID			
Superceded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
6 November 2018	0		November 2020
7 April 2021	1		April 2023
Related Council Policy / Procedure			
Fit and proper assessment of family day care educators, family day care assistants and adults residing at family day care residences			
Assessment, Approval and Re-assessment of Approved Family Day Care Residences and Venues			
Child Protection			