

Visitors to FDC Residences and Venues

AUTHORISATION

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| POLICY TYPE: | Operational |
| POLICY LOCATION: | Corporate |
| RESPONSIBLE OFFICER: | Children Services Coordinator |
| AUTHORISED BY: | Director, Corporate and Community Services |
| DATE ADOPTED: | 16 May 2023 |
| ADOPTED BY: | Manex |
| MINUTE NO: <i>(If required)</i> | |
| REVIEW DUE DATE: <i>(Four years unless statutorily required sooner)</i> | April 2027 |
| REVISION NUMBER: | 2 |
| RELATIONSHIP TO THE COMMUNITY STRATEGIC PLAN | This policy supports Council's Delivery Program Strategy 4.2: Provide quality, accredited and affordable Education and Care Services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile resource Unit and Toy Library services). |

DOCUMENT HISTORY

| VERSION NO. | DATE | DESCRIPTION OF AMENDMENTS <i>Include names of former policies that this policy will replace if applicable</i> | AMENDED BY <i>(Where required)</i> |
|--------------------|---------------|---|--|
| 0 | November 2018 | | November 2020 |
| 1 | April 2021 | | April 2023 |
| 2 | May 2023 | | April 2027 |

REVIEW OF THIS POLICY

This Policy will be reviewed within Three (3) years from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendment that are to the advantage that Council and in the spirit of this Policy.

Any amendment to the Policy must be with the approval of the General Manager/Manex.

1. Purpose:

Ensure all reasonable steps are taken to keep children safe, secure and active supervision is maintained whilst a visitor attends the Family Day Care Educators residence or venue.

2. Scope:

This policy document applies to all potential and current Family Day Care Educators or Assistants employed within the Bland/Temora Family Day Care Coordination Unit, and persons who visits the family Day Care residence or venue.

3. Outcomes:

Educators to document and maintain a visitor register to account for any visiting persons within their residence or venue when operating their Family Day Care service. Educators understand they are the Responsible Person for the provision of care for the children and will continue to provide a high quality education and care service for the duration of the visiting person/s.

4. Roles and Responsibilities:

The Nominated Supervisor will:

- Ensure Educators are aware of their responsibilities to maintain a record of all visitors to a FDC residence or venue where children are being educated and cared for.
- Advise Educators of their responsibility to not leave any child unaccompanied with any visitor to the residence or venue.
- Advise Educators that all residents and regular visitors are required to hold a current Working with Children Check in order to visit the FDC residence and venue whilst children are in attendance.
- Ensure where a visitor negatively influences the quality of care at the FDC service, the service grievance policy will be followed.

Educators will:

- Ensure that every visit to their residence/venue completes the visitors record as per National Regulations, this must include:
 - a. Time of visitors arrival
 - b. Time of visitors departure
 - c. Name and signature of visitor
 - d. Reason for visit
- Provide the Coordination Unit with a current Working with Children Check for all regular visitors.
- Not allow Regular Visitors who do not have a Working with Children Check to visit their premises/venue when children are in attendance.
- Not allow any visitor who is not of good character to visit their residence/venue whilst children are in attendance.
- Notify the Coordination Unit in advance when a visitor will stay at the residence/venue overnight or longer, whilst the residence/venue is a work place and children are in attendance. This information will be documented on the Educators file and assessed individually. The Coordination Unit reserves the right to make individual agreements with FDC Educators in regards to the above.
- Notify the Coordination Unit of any visitor staying a period of 30 days or more at the FDC residence/venue whilst children are in attendance.
- To ensure best practice, The FDC Educator will complete a Risk Assessment for visitors residing in the FDC residence/venue for less than 30 days.
- NOT leave any children alone with the visitor, or allow the visitor to assume the Educators role at ANY time the children are in attendance.
- Ensure visitor act appropriately and respectfully to the children in care.

- Ensure all visitors understand that the children in care are the priority for the FDC Educator.
- Inform parents/families of regular visitors who may be at the service during their child's days of attendance and where possible introduce them.
- Immediately notify the Coordination Unit of any concerns related to the presence or interaction between a visitor and a child/ren in attendance.

5. Definitions:

This policy refers to Educators registered with Bland/Temora Family Day Care. The term 'scheme' refers to Bland/Temora Family Day Care Coordination Unit with Bland Shire Council licenced as its approved provider. Visitors applies to any person/s visiting the FDC Educators home whom is not a permanent resident. A Regular Visitor applies to anyone that has contact fortnightly or more when children are in attendance. A visitor is deemed a permanent resident when they reside at the FDC home/venue for 30 days or more.

6. Legislation and Supporting Documents:

Australian Children's Education and Care Quality Authority (2022) 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 (2022)

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

Child Protection policy

Assessment, Approval and Re-Assessment of Approved Family Day Care Residences and Venues policy

Fit and proper assessment of FDC Educators, FDC Assistants and adults residing at the FDC residences policy.