

Family Day Care

Visitors to Family Day Care Residences Policy

Section: 2 Children's Health and Safety

Policy ID Number: 2.14

Link to National Quality Standard: 2.2

Link to Education and Care Services National Legislation: As 165; As 167; As 170; As 171; r165; r166

1 Policy Statement

This policy is to ensure Educators and staff are providing a safe environment for all children and is applicable to any visitor or guest at an Educators home during the time that the home is a workplace and children are in care.

2 Rationale

Family Day Care (FDC) is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all Educators, Educator family members, work experience/work placement students and volunteers irrespective of their involvement in child related duties.

FDC is committed to protecting children from harm. These requirements are to help ensure the safety of all children in care.

This policy also applies to visitors who are not residents or citizens of Australia, and people who have recently arrived in Australia.

3 Procedures

3.1 Visitors to FDC Residences

- The following procedures are required by the Coordination Unit because visitors may be in contact with FDC children whilst in care.
 - Educators are required to maintain a Record of Visitors register of all persons who access the Educator's home whilst providing care.
 - All casual visitors (including Coordination Unit staff) to the Educator's premises are required to sign the Educator's Record of Visitors, providing all information requested on the Record of Visitors form. (This does not apply to parents or guardians during drop-offs/pickups, where they are providing this information on the Attendance of Care records).
 - If it is not possible for Educators to provide a safe environment and maintain supervision of all children in care, e.g.: interruptions to services required for care or an unsettled environment for the children in care, then these visits or appointments should occur outside working hours.
 - Regular visitors to the Educator's home may be required to obtain criminal history checks and Working with Children Checks by the Coordination Unit.
- Educator's residences may be required to operate under Department of Health requirements for all visitors to Educator's homes for the purpose of contact tracing. Educators are required to follow these Department of Health regulations.

3.2 Visitors Who will be Staying at the Educator’s Premises

- The Educator will inform the Coordination Unit and parents using their care, four weeks prior to the arrival of the visitors.
- The relevant forms need to be completed and then considered for approval by Moreland Family Day Care. If approval is denied, the Educator will not be able to provide care during the visit.
 - The Educator and visitors will provide the Coordination Unit with the following documentation:
 - If the person resides in Australia, a driver’s licences or similar form of identification as requested by the Coordination Unit.
 - If the person resides outside Australia the copies of passport and/or visa details, or
 - Copies of criminal history checks and/or Working with Children Checks, or any relevant identification/documentation, when available or as requested by the Coordination Unit.
 - Visitors may be requested by the Coordination Unit to obtain criminal history checks and Working with Children Checks, at any stage prior to or during their stay at the Educator’s residence.
- The Educator will need to sign a proforma which states that:
 - All contact between the visitors and the children in care will be fully monitored and supervised by the Educator.
 - The Educator will not pass any responsibilities for children in care on to any other person not authorised by the Coordination Unit.
- If the Coordination Unit becomes aware of any concerns or issues regarding visitors in the Educators home, care may be suspended whilst these concerns and issues are investigated.
- If Coordination Unit staff are conducting a home visit during the educator’s work hours, they can request to meet any visitor present at the educators home.

4 References

- [Education and Care Services National Law Act](#)
- [Education and Care Services National Regulations](#)
- [National Quality Standards](#)
- [ACECQA](#)
- Educator Agreement

Revision History

| Date | Revision No. | Revision Section | Revision Description |
|---------------|------------------|------------------|--|
| December 2016 | 1.0 | All | Initial Policy Release (creation date) |
| August 2021 | 2.0 | All | Updated from old Policy to new format and current information. |
| August 2024 | Next Review Date | | |

This policy and procedure supersedes the one in the Family Day Care Policy Manual dated 2016.