

ARMIDALE & DISTRICT FAMILY DAY CARE

HOME VISIT POLICY

Related documentation Policy/policies:	Assessment and approval, reassessment of Educator's premises, Code of conduct, Interactions with children, Sun safe, Students and volunteers, Visitors to Educator's premises and Water safety.
Regulation/s/ Standards:	Education and Care Services National Regulations 127,136,163-169 Children (Education and Care Services National Law Application) Bill 2010 51, 163-165 National Quality Standard 4.2, 4.2.1, 4.2.2
Related procedures:	Infection control/hand washing, Nappy changing, Pets, Safe sleeping, Supervision, Workplace health and safety.
References:	Home Visits in Family Day Care and In Home Care Resource Sheet from Gowrie Victoria. NQF for Family Day Care "What to see, say and show Educator Resource". Educator and Coordinator Job Descriptions.
Date effective	October 2017
Date for review	October 2019
Purpose	To outline the purpose of home visits i.e. to support and assist the Educator, to observe the provision of high quality education and care, to monitor care placements and provide feedback to families, to develop the partnership between the Educator, the visiting Coordinator and the Scheme.
Responsibility	Coordinators, Educators

Key information:

- Home visits will take place during the hours that care is normally provided.
- Visits can be either announced or unannounced and can occur at different times of the day so that a range of routines are observed.

- **Announced visits can be arranged in consideration of the Educator's personal routines or family obligations. The purpose of the visit and the Educator's remote location may also require the visit to be announced.**
- **Coordinators are required to complete and sign the Visitor's Book following each home visit.**
- **AFDC will ensure that the mandated ratio of FDC Coordinators to Educators is maintained i.e. 1:25.**

Policy:

- A support Coordinator will be appointed for each Educator.
- If the support Coordinator is unavailable at any time another Coordinator or the Nominated Supervisor will provide the Educator with any necessary support.
- Coordinators may be rotated annually or at the discretion of the Board of Directors or Nominated Supervisor.
- Home visits will be conducted regularly (at least monthly and more frequently if necessary e.g. if the Educator is new or inexperienced).
- In addition to home visits, Coordinators will maintain regular contact with Educators via the phone, email or playsession.
- If an Educator is not home when a Coordinator visits, the Coordinator will leave a calling card and a follow up with a phone call.
- After each visit, the Coordinator will complete an Home Visit Record. A copy will be emailed/delivered to the Educator. The Educator is encouraged to provide feedback or make adjustments.
- The Educator Support Record will document the date and time of the visit, the names of the Educator and Coordinator, the names and ages of children in attendance, if visitors are present, any changes in contract details, updates on vacancies, observed interactions between the Educator and children, practice linked to the National Quality Standard, Service Policies and the Regulations, information/ mail that has been delivered or returned, issues and concerns discussed, reminders or due dates and follow up communication with families.
- A re-registration home visit will be conducted annually for each Educator. A Workplace Safety Self Evaluation will be completed in consultation with the visiting Coordinator and related paperwork will be collected. Educators will be asked to re-commit to the Educator's Agreement and provide a Self Appraisal.
- The Coordination Unit will supply Educators with the Service mobile phone number to enable emergency communication outside care hours and when the Coordination Unit is closed.

Home visits provide the opportunity to:

Support the Educator with:

- Program development and documentation
- Professional development opportunities
- Administration and accountability requirements
- Community participation
- Quality Improvement Plan goals
- Issues and/or concerns related to families using the Educator's service

Observe children in care:

- Their interests
- Their level of participation in planned and spontaneous experiences
- Their developmental needs or the need for additional support

Monitor the care environment:

- Ensuring maintenance of health and hygiene standards and workplace health and safety standards.
- Ensuring the effective use of playspaces to encourage and promote children's exploration and learning.

Monitor professional standards:

- Strong communication between the Educator and families, between the Educator and children.
- Positive behaviour guidance that demonstrates respect for children in care.
- Programme planning and documentation in line with NQF requirements (EYLF and My Time Our Place).
- Administration and record keeping in accordance with Armidale & District Family Day Care policies and procedures

Develop the partnership between the Educator and Coordination Unit

- Discussions and consultations regarding Service decisions, actions and events
- Support and updates regarding Service Policies, Procedures, National Regulations and Standards