

ARMIDALE & DISTRICT FAMILY DAY CARE

Visitors to Educators Premises Policy

Related documentation Policy/policies:	<ul style="list-style-type: none">• Home Visit Policy• Child Protection Policy
Regulation/s/ Standards:	<ul style="list-style-type: none">• National Regulations: 165 (2-3), 166 (2)• NQS: 2.3, 2.3.1, 2.3.2
Related procedures:	<ul style="list-style-type: none">• Flexitime
References:	Education and Care Services National Regulations 2011
Date effective	October 2017
Date for review	October 2019
Purpose	To ensure children are protected from risk of harm and to inform parents of visitors to the Educator's service who may be in direct or non-direct contact with their children.
Responsibility	Educators

Key information:

- *Children attending family day care have the right to experience quality care in a safe environment. Armidale and District Family Day Care endeavours to protect that right.*
- *It is the duty of Educators to support procedures that endeavour to prevent child abuse within the community.*
- *Parents have a right to know who has direct and non-direct contact with their children in the Family Day Care environment.*

Procedure:

- Any visitor to a Educators premises, during normal hours of operation (including Family Day Care Staff or visiting Educators) must be documented in a Visitor's Book, clearly stating their name, the date, time of arrival and departure, the reason for their visit and the signature of the visitor.
- The Educator must not leave a child being educated and cared for by them with a visitor **unless** that visitor is an AFDC Coordinator who is conducting a Home Visit or providing relief care (flexitime).
- Each child's family must provide written permission for an AFDC Coordinator to provide flexitime in the Educator's absence.

- An Educator is only required to notify the Family Day Care Service of overnight visitors where there are children in overnight care. Families must be introduced to the visitors in this situation.
- Should the Educator have visitors in the home for more than one week, the Family Day Care Service must be notified and the visitor must duly be introduced to the families and children using care.
- Visitors staying longer than **4 weeks** will be classed as residents and after that time will be required to undertake a Working with Children's Check (WWCC).

Non-compliance with Regulations could result in a penalty of \$2,000