

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 during 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.
- A minimum of 1 home visit every 3/4 weeks and after every 3rd visit another coordinator will conduct an unannounced visit.
- In addition to home visits, Coordinators will maintain regular contact with Educators via the phone, email or play session.
- 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.
- Coordinators will carry an iPad and complete visit reports whilst on visits to the educator's home, also completing the compliance checklist on every visit. Scanning any relevant documents and/or photos into the report whilst onsite. A copy will be emailed to the Educator. The Educator is encouraged to provide feedback or make adjustments to ensure an accurate record of the visit, items discussed and the registered space.
- The Educator Home Visit 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, compliance with 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 Nominated Supervisor and related paperwork will be collected. Educators will be asked to re-commit to the Educator's Agreement and provide a Self-Appraisal.
- A quarterly home safety checklist will be carried out by the Nominated Supervisor.
- 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 play spaces to encourage and promote children's exploration and learning.
- These safety checks will incorporate all the elements of the following Educational and Care Services Regulation Clauses:
 - 103 Premises, furniture, and equipment to be safe, clean and in good repair
 - 104 Fencing
 - 105 Furniture, materials and equipment
 - 106 Laundry and hygiene facilities
 - 107 Space requirements—indoor space
 - 108 Space requirements—outdoor space
 - 109 Toilet and hygiene facilities
 - 110 Ventilation and natural light
 - 112 Nappy change facilities

- 113 Outdoor space—natural environment
- 114 Outdoor space—shade
- 115 Premises designed to facilitate supervision
- 116 Assessments of family day care residences and approved family day care venues
- 117 Glass
- Division 3 Additional provisions for Family Day Care Services
 - ☑ Coordination Unit Staff and Educators are to maintain ‘Confidentiality’ and a professional attitude and approach at all times.

Monitor professional standards:

- Coordinators will ensure Educators have current first aid and CPR certificates
- The approved Provider must take reasonable steps to ensure that a person 18yrs or over that resides at a Family Day Care residence is fit and proper person to be in the company of children.
- The approved provider of a Family Day Care service must take reasonable steps to ensure that a person who is a Family Day Care Educators Assistant at a Family Day Care residence is a fit and proper person to be in the company of Children.
- An Approved provider of a Family Day Care service must take all reasonable steps to ensure a record is kept of all visitors to the service whilst children are in care. The record must include a signature, the arrival & departure time of the visitor.
- Strong communication between the Educator and families, between the Educator and children.
- Positive behaviour guidance that demonstrates respect for children in care.
- Program 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.