

ARMIDALE & DISTRICT FAMILY DAY CARE

Visitors to Educators Premises Policy

Related documentation	
Policy/policies:	Home Visit Policy, Child Protection Policy
Regulation/s/ Standards:	Education and Care Services National Regulations: 165 (2-3), 166 (2) National Quality Standard: 2.2, 2.2.1
Related procedures:	Flexitime, Relief Care, Covid-19
References:	Education and Care Services National Regulations 2018, NSW Health
Date effective	October 2021
Date for review	October 2023
Purpose	To ensure children have access to quality education and care and are protected from risk of harm whilst in care and to ensure that AFDC follows Covid-19 guidelines as directed by NSW Health.
Responsibility	Board of Directors, Business Manager, Nominated Supervisor, Coordinators and Educators.

Key information:

- Children attending Armidale Family Day Care have the right to experience quality education and care in a safe environment.
- It is the duty of Educators to implement flexitime and relief care procedures in line with AFDC service procedures.
- Visitors to the Educators service should generally be limited to those individuals who will have a direct benefit on the education and care programmes being delivered to children.
- Parents, guardians and visitors must provide Covid-19 vaccination certificate to the Educator prior to entering any operating Family Day Care service.
- Parents have a right to know who has direct and non-direct contact with their children in the Family Day Care environment.

Procedure:

- When inviting visitors into the care environment, Educators should complete a Risk Assessment outlining how they will benefit children's programmes, eg. story telling, music, etc.

- The risk assessment will define how the presence of visitors in the Educators' service does not have a negative impact on the children in care, e.g. distraction of the Educator, introduction of unnecessary screen time, impact on safe sleeping,
- Any visitor to an Educator's premises, during any operational hours (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.
- Educators are to ensure visitors entering Armidale Family Day Care service are fully vaccinated against Covid-19. Visitors are to provide their Covid-19 vaccination certificate upon entering the service. *Educators are not to permit unvaccinated visitors into the premises whilst children are in care.*
- Unvaccinated parents, guardians and visitors are to stay at the door and not enter the service.
- Visitors are to wear face masks when at the service.
- The Educator must not leave a child being educated and cared for by them with any 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. *Please see FlexiTime procedure and permission form.*
- 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 guests residing in their home for more than **one week**, the Family Day Care Service must be notified, and the house guests must duly be introduced to the families and children using care.
- Guests in Educators homes who stay 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).

Covid-19 guidelines are subject to change as NSW health orders and recommendations differ, catering to different variants of Covid-19 and the location of outbreaks. AFDC urges Educators and visitors to follow the latest health advice surrounding Covid-19 as advised by NSW Health.

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