

ARMIDALE AND 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)
Related procedures:	National Quality Standard: 2.2, 2.2.1 Flexitime, Relief Care.
References:	Education and Care Services National Regulations 2018, NSW Health
Date effective	September 2023
Date for review	September 2025
Purpose	To ensure children have access to quality education and care and are protected from risk of harm whilst in care.
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.
- 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.
- Educators are responsible for ensuring that parents 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, e.g., storytelling, 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.
- 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, the Family Day Care Service must be notified, and the house guests must duly be introduced to the families and children using care.
- Guests and visitors in Educators homes who will be in the immediate presence of children in care must have a voluntary Working with Children's Check (WWCC).

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



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Flexitime Permission

I give permission for my child/children to stay at their Educator's home while he/she attends an appointment or engages in professional development.

I understand that my child/children will be under the supervision and care of an Armidale & District Family Day Care Co-ordinator.

Educator's name: _____

Date and time of appointment or training: _____

Child's name: _____

Parent signature: _____

Child's name: _____

Parent signature: _____

Child's name: _____

Parent signature: _____

Child's name: _____

Parent signature: _____