

ARMIDALE FAMILY DAY CARE
Visitors to Educators Premises Policy

Related documentation Policy/policies:	Child Protection and Child Safe Policy (Including Providing a Child Safe Environment) Home Visit Policy
Regulation/s/ Standards:	Education and Care Services National Regulations: 165 – 166, 169 – 172, 175, 178 National Quality Standard Area 2
Related procedures:	Flexitime, Relief Care, Confidentiality.
Reference:	ACECQA
Date effective	February 2025
Date for review	February 2028
Purpose	To ensure that the health, safety and wellbeing of children in AFDC are safeguarded while children are being afforded the opportunities provided by visitors to the Educator’s service.
Responsibility	Board of Directors, Business Manager, Children’s Service Manager, Nominated Supervisor, Coordinators and Educators.

Key information:

Children attending Armidale Family Day Care (AFDC) have the right to experience quality education and care in a safe environment. Our policy is that visitors to the Educators service should generally be limited to those individuals who will have a direct benefit on the education and care programs being delivered to children and professionals providing maintenance and support.

AFDC understands that community members can contribute to the educational program, such as through music and song, and that visits by other AFDC Educators and children provide opportunities for children in a service to build relationships with their peers and for Educators to network with their colleagues.

Responsibilities:

Approved Provider

- To ensure that obligations under the *Education and Care Services National Law and Regulation* are met.
- To ensure that a record is kept of all visitors to an AFDC service, including their name, purpose of visit, signature and time of arrival and departure.
- To ensure that children in care are not left alone with any visitor.

- To take reasonable steps to ensure that AFDC Management, the Nominated Supervisor, Coordinators and Educators follow the *Visitors to Educators Premises Policy* while children are in care.
- To ensure that copies of this Policy are readily accessible to AFDC Management, the Nominated Supervisor, Coordinators and Educators and are available for inspection.
- To notify families at least 14 days before changing this policy if the changes will:
 - Affect the fees charged or the way they are collected,
 - Significantly impact the service's education and care of children, or
 - Significantly impact the family's ability to utilise the service.

Nominated Supervisor

- To ensure that regulatory requirements are met in relation to visitors to AFDC residences.
- To ensure that the record of visitors is kept by all Educators.
- To ensure that children are not left alone with a visitor in an Educator's residence
- To record details of all visits to Educators' residences in the individual Educator's visitors book.

Coordinators

- To inform Educators of their responsibilities in relation to visitors to AFDC Educators' residences.
- To monitor, support and supervise Educators in relation to visitors to AFDC Educators' residences.
- To record details of all visits to Educators' residences in the individual Educator's visitors book

Educators

- To be aware of and follow the *Visitors to Educators Premises Policy* while children are in care.
- To ensure that a record of all visitors is kept, including their name, purpose of visit, signature and time of arrival and departure.
- To ensure that children in care are not left alone with any visitor.
- To ensure that visitors are fit to be in the presence of children.
- To ensure that visitors do not have a negative impact on the educational program.
- To ensure that parents and guardians know who has direct and non-direct contact with their children in the Family Day Care environment.
- When inviting visitors into the care environment for the purpose of an incursion, Educators should complete a Risk Assessment outlining how it will benefit children's programs, e.g., storytelling, music, etc, and obtain parent authorisations.
- Educators inviting visitors into their services to undertake an incursion must obtain details of the visitor's Working With Children Check and provide these details to AFDC management or the Nominated Supervisor.

AFDC Coordination Unit Visits and Provision of Flexitime

The Educator must not leave a child being educated and cared for with any visitor **unless** that visitor is an AFDC Coordinator who is conducting a home visit or providing flexitime or another AFDC Educator who is providing relief care.

(Please see Flexitime and Relief Care Procedures)

Overnight Visitors to an Educator's Residence

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.

Guests Residing in the Educator's Residence

Should the Educator have guests residing in their home, AFDC Management and the families of children using car must be informed.

Guests and visitors to Educators homes for a period longer than two weeks must apply for a voluntary Working with Children's Check (WWCC).

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