



## 6.03 VISITORS TO A FAMILY DAY CARE RESIDENCE

### Purpose Statement

To ensure that the safety and wellbeing of children is maintained when visitors and/or contractors are in an educator's home.

### Scope

This policy applies to all salaried full time and part time staff (including casual), educators; families; contractors, volunteers and students.

### Definitions

*Regular Visitor:* a person who –

- visits an educator's home or property more than twice a week and stays for more than 2 hours at a time; or
- stays overnight at an educator's home or property more than twice a month on an ongoing basis; or
- stays in an educator's home or on the property for any longer than a consecutive 2 week period.

*Contractor:* a person or firm that undertakes a contract to provide materials or labour to perform a service or do a job.

### Policy Statement

ALL REASONABLE STEPS WILL BE TAKEN TO ENSURE THAT EDUCATORS KEEP A RECORD OF ALL VISITORS TO THE FAMILY DAY CARE RESIDENCE OR VENUE WHILE CHILDREN ARE BEING EDUCATED AND CARED FOR.

### Procedures

#### *Visitor Screening Requirements*

1. Regular visitors who stay in an educator's home who are Australian residents will be required to supply the approved provider with a National Police Records Check and Working With Children Volunteer check, failing which, the educators registration may be suspended or cancelled.
2. International visitors who stay in an educator's home (aged 18 years and over) are required to provide the approved provider with a copy of their Visa. In addition the approved provider must be provided with a signed and witnessed statutory declaration by the educator stating that the visitor is not a resident of Australia that they do not have a criminal record and that they do not pose a risk to the Family Day Care (FDC) children. The educator also must include on the declaration their commitment not to leave any child in care with this person/s. Fees for care are not payable to an educator if he/she is unavailable to provide care.



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### General Requirements

1. The approved provider and parent/guardian must be notified of any long term or regular visitors/contractors who may have contact with children enrolled in a FDC service, before the visitor/s arrive.
2. Visitors are not allowed to assume responsibility for children enrolled in a FDC service.
3. Visitors are responsible for the care of any children they have brought with them.
4. Educators are required to have a *Record of Visitors* and keep it up-to-date at all times during service hours. The record must accurately show when visitors have arrived and left the home during FDC hours, noting times and signatures. *NOTE: these records are to be kept for 3 years.*
5. All children under the age of 13 can be added with the adult in the *Record of Visitors* (e.g. enter adult visitors name and write **+3 children**). If, however, a child is 13 years or older they must be entered as a separate entry in the visitor's record.
6. Educators are to take all reasonable steps to ensure that a child being educated and cared for is not left alone with a visitor and/or contractors.
7. It is the educator's responsibility to ensure that visitors/contractors to their home follow service policies. Any breach by visitors/contractors is likely to constitute a breach by the educator and may result in action being taken against the educator in accordance with the Educator Agreement.

### Relevant Standards/Legislation

- National Quality Framework for Early Childhood Education and Care Services including:
  - Education and Care Services National Law 2011
  - Education and Care Services National Regulations 2011

### Related Policies & Links

- Educator Agreement
- Record of Visitors