

Policy title	2.19 Visitors to Family Day Care Residences and Venues
Policy type	Management
Group	Family and Children

Rationale

Family Day Care (FDC) educators/contractors are registered to provide education and care for families in accordance with Australian Government *Priority of Access Guidelines*. As such, a FDC educator's/contractor's home is a 'workplace'. In all aspects of care, the best interests of the child are to be a primary consideration.

The *Education and Care Services National Regulations 2011* requires an approved Responsible Person of a FDC service to have Policies and Procedures in place regarding visitors to family day care residences and venues while education and care is being provided to children as part of an FDC service.

The purpose of this Policy is to ensure strict guidelines are in place in regards to visitors to family day care residences and venues in accordance with the *Education and Care Services National Regulations 2011* (Regulations 165, 166 and 169 (1), (2)(f)).

Policy Statement

Moonee Valley City Council is committed to the health, safety and wellbeing of all children enrolled with the Moonee Valley Family Day Care (FDC) service.

The registered FDC educator/contractor has total responsibility for the care, supervision and behaviour management of FDC children at all times. Therefore it is important that the FDC educator/contractor maintains stability and consistency of care for FDC children. It is acceptable to have visitors from time to time, but different people constantly can be a distraction to the FDC educator/contractor and not an ideal care situation for the children.

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Definition of a visitor

A visitor, as defined under the *Education and Care Services National Regulations 2011*, is 'any person at the educator's/contractor's premises that is not permanently living at the premises'.

Visitors include:

- coordination Unit staff
- tradespersons
- other people that may come into the educator's/contractor's premises with the family
- friends that drop in during the day, including other educators/contractors
- families that are at the educator's/contractor's premises for a family interview whilst children are in care
- people that are staying with the educator/contractor short-term – not permanently residing.
- visitors do **not** include:
 - families that are signing the children in and out on the timesheet
 - members of the educator's/contractor's family residing with them or permanent residents.

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Procedures	2.19 Visitors to Family Day Care Residences and Venues Procedure
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Action	Approved Provider	Responsible Person or Primary Nominee	Educator/Contractor	Families	Education and Care Services National Regulations 2011	Education and Care Services National Law Act 2010	Children's Services Regulations 2009 & Children's Services Act 1996
Ensure the family day care service operates in accordance with the <i>Education and Care Services National Regulations 2011</i> in relation to visitors to family day care venues and residences.	✓	✓	✓	✓	r. 165-166 169, 170, 178	s.165 s.167 s.169 s.170-71	r.27 r.46-47 r.69 r.70 s.26
Oversee and guide staff/educators/contractors to ensure adherence to this Policy and Procedures.	✓	✓	✓	✓	r. 168–172	s.167 s.175	s.26
Council's family day care Coordination Unit will provide forms for educators/contractors to use for visitors to sign.	✓	✓	✓	✓	r. 165	s.167 s.175	s.26
A register of visitors to Family day care residences and venues during educator/contractor hours must be kept by educators/contractors and it must be accessible during operational hours for inspection by families of children in care. The visitors register must be kept and include the following details: <ul style="list-style-type: none"> • date • name • time in and signature • time out and signature • reason for visit 	✓	✓	✓	✓	r.165, 178	s. 170 s.171	s.26

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A duty of care is maintained at all times. Children are safe at all times and parent/guardians are informed of people visiting the Moonee Valley family day care education and care service.	✓	✓	✓		r.159-162 r.163-66 r.168 r.169 r.170	s.167	s.26 s.29
Protect children from hazards, provide adequate supervision and offer children a clean and well - maintained environment.	✓	✓	✓		r.163-66 r.168 r.169 r.170 r.103	s.167	s.26 s.29
Children are never left alone with a visitor in a family day care residence or approved venue while providing care and education to children as part of the family day care service.	✓	✓	✓		r.166	s.165 s.169	s.26 s.29
Ensure that visitors to the home do not disrupt care provision and are totally responsible for the care of their own children. Adult visitors with or without children may visit occasionally and are not to be encouraged to stay for extended periods of time.		✓	✓		r.168-171	s.167	s.26 s.29
Ensure that any visitors during family day care hours are made aware of and abide by the Home Safety Check requirements, and Council's Smoke and Alcohol and Information Privacy policies.		✓	✓		r.168-171	s.167	s.26 s.29
Visiting children unaccompanied by an adult, for example, school-age children after school and kinder friends: <ul style="list-style-type: none"> • this should only occur occasionally and children are to be counted in family 		✓	✓		r.166	s.167	s.26 s.29

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day care numbers. (Note: the key word here is 'occasional'; and these children are not covered under the family day care educator's/contractor's family day care public liability insurance).							
Communicate any issues or concerns related to a child's health, safety and wellbeing to the family day care educator/contractor and Council family day care coordination unit.		✓	✓	✓	r.163-166	s.167	s.26
Council's family day care coordination unit is to be advised in writing of possible visitors that may be staying at the venue in the future. Educators/contractors are to request in writing for consideration at least 4 weeks prior to the proposed arrangement.	✓	✓	✓		r.163-166	s.167 s.170 s.171	s.26
All visitors staying at the venue overnight or for a longer period of time require a police/criminal history check prior to staying at the venue. This expense will be incurred by the visitor, educator/contractor.	✓	✓	✓		r.163-166	s.167 s.170 s.171	s.26
The family day care educator/contractor must submit a signed and witnessed statutory declaration to the coordination unit, stating that any visitors staying at the educator's/contractor's venue will not at any time be left alone with any children registered with the family day care service and		✓	✓		r.163-166	s.165 s.167 s.169 s.170 s.171 s.175	s.26 s.29

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they will not be on the premises during the hours that care is provided. This declaration must also state that to their knowledge, the visitor has no criminal history.							
The family day care educator/contractor must notify the family day care coordination unit of any issues that arise and may affect themselves or adult household member's suitability as a fit and proper person such as a change in medical, physical or mental condition, wellness or fitness. The family day care coordination unit will conduct a risk assessment to determine if the educator/contractor can remain on the family day care register.	✓	✓	✓		r.163-166	s.165 s.167 s.169 s.170 s.171 s.175	s.26 s.29
The coordination unit reserves the right to make individual agreements with family day care in regards to changes to residents in the family day care educator's/contractor's home.	✓	✓			r.163-166	s.167 s.170 s.171	s.26 s.29
Private care is not permitted during family day care hours.	✓	✓	✓	✓			s.26
Records of visitors must be returned to the Moonee Valley family day care coordination unit and kept for a minimum three years after the record was made.	✓	✓	✓		r.165	s.167	s.26

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Resources and Useful Websites

<http://acecqa.gov.au/national-quality-framework/the-national-quality-standard>

ACECQA National Quality Framework Resource Kit.

<http://acecqa.gov.au/national-quality-framework-resource-kit>

DEEWR Child Care Service Handbook 2011-2012

<https://www.education.gov.au/child-care-service-handbook>

Link to Council Policies and Procedures

This Policy and Procedures link with the Moonee Valley City Council's *Community Safety Plan Action Plan 2011/12*, Priority Area 1 - Innovative and responsive service delivery: 'Identify community safety needs within Moonee Valley to provide localised responses to reduce the incidence and severity of intentional and unintentional injury within the community'.

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