



Nature Alliance Family Day Care Service

Visitors to a Family Day Care Residence or Venue



POLICY IN THIS SECTION AS REQUIRED BY

Education and Care Services National Law (WA) Act 2012: Section 170

Education and Care Services National Regulations, 2012 – ‘Regulations’:165; 166; 169

National Quality Standards for Early Childhood Education and Care and School Age Care (2018)

PURPOSE:

To record all visitors to Family Day Care residences and venues whilst children are being educated and cared for at the residence or venue.

SCOPE:

This Policy applies to the Family Day Care approved provider; Family Day Care Educators and Family Day Care Assistants

PRINCIPLE:

To ensure all visitors or temporary residents to a Family Day Care residence or venue is recorded or the fit and proper process has been conducted.

Definition:

A visitor is a person visiting someone or somewhere, especially socially or as a tourist (Oxford English Dictionary). For the purposes of this policy and attached procedures, a visitor becomes a resident after 30 continuous days of residing in the same premises. The Family Day Care Educator will need to complete a Benefit Risk Assessment and have parent acknowledgments in place for temporary resident residing at the Family Day Care residence. (Refer to Policy: Fit and proper assessment of Family Day Care Educators, Family Day Care Assistants and adults residing at family day care residences).

POLICY:

Best endeavours will be undertaken to ensure benefit risk assessments and records of all visitors to Family Day Care residence and venues whilst education and care is being provided to children are maintained.

GENERAL PROCEDURES

1. The Family Day Care Educator or Educator Assistant will maintain a visitor’s record to comply with regulation 165.
2. The Family Day Care Educator will complete a Benefit Risk Assessment and Parent Acknowledgement form for all temporary residents intending to reside in the Family Day Care residence. All documentation will need to be lodged and approved by the service prior to the visitor arriving.

SPECIFIC PROCEDURES

1. Family Day Care Educators or Educator Assistants will ensure a record is kept which records all visitors to a Family Day Care residence or venue during the service’s hours of operation.

2. This record must include the following information:
 - Date
 - Contact number
 - Name and company details (if applicable)
 - Time in/out
 - Signature
3. The approved service provider must take all reasonable steps to ensure that the record of all visitors to the Family Day Care residence or venue is kept by the Educator.
4. A Family Day Care Educator or Educator Assistant must not leave a child being educated and cared for at a Family Day Care residence or approved Family Day Care venue alone with a visitor.
5. The approved service provider must take all reasonable steps to ensure that visitors to the Family Day Care residence or venue are not left alone with enrolled children.
6. Written records are to be kept for 3 years after the record was made.

SUPPORTING DOCUMENTS/REFERENCES:

Policy NA-0022 Fit & Proper Assessment of Family Day Care Educators, Assistants and Adults Residing at the Family Day Care residence
NA-FRM-0009 Visitor Record form
NA-FRM-0025 Visitor Benefit Risk Assessment form
NA-FRM-0033 Parent Acknowledgement of Temporary Residence