



## Nature Alliance Family Day Care Service

Record of 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 to a Family Day Care residence or venue are 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 Languages). For the purposes of this policy and attached procedures, a visitor will need a police clearance and Working with Children Card if they:

- a) visit the Educators home or the Educators property more than twice a week and stay for more than two hours at a time while children are in care; or
- b) Stays overnight at the Educator's home or on the Educator's property more than twice a month on an ongoing basis; or
- c) Stays in the Educator's home or on the Educator's property for any longer than two consecutive 24-hour periods whilst the service is in operation.

All adults that visit the premises while children are in care will complete an entry on the Visitor's record.

(Refer to Policy 22: Fit and proper assessment of Family Day Care Educators, Family Day Care Assistants, other adults and regular visitors residing or visiting the family day care residences).

#### **POLICY:**

Best endeavours will be undertaken to ensure records of all visitors to the Family Day Care residence or venue are maintained and appropriate clearances are in place to ensure the safety and wellbeing of all children.

#### **GENERAL PROCEDURES**

1. The Family Day Care Educator or Educator Assistant will maintain a visitor's record to comply with regulation 165.
2. If an adult attends the residence or venue as per the definition in (a), (b) or (c) a Working With Children Card and National Police Clearance to be required as per the fit and proper requirements.

3. If the adult attends the residence or venue the Family Day Care Educator will complete a Temporary Resident Benefit Risk Assessment and Parent Acknowledgement for Temporary Residents Form.
4. All documentation will need to be lodged and approved by the service prior to the visitation taking place. Where documentation cannot be lodged prior to the visit, the service must be notified in writing of the exceptional circumstances and documentation must be lodged with the service within 7 days of their arrival.
5. If the adult is not a regular visitor and does not come under the definition in (a), (b) or (c) the visit will be recorded on the Visitor Record as per specific procedure.

## **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 any adult in attendance at the premises.
5. The approved service provider must take all reasonable steps to ensure that enrolled children are not left alone with any other adult on the premises.
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, Adults and Regular Visitors being at the Family Day Care residence

NA-FRM-0009 Visitor Record form

NA-FRM-0025 Temporary Resident/Regular Visitor Benefit Risk Assessment form

NA-FRM-0033 Parent Acknowledgement of Temporary Residents or Regular Visitors