

## POLICY

### POLICY 47: VISITORS TO FAMILY DAY CARE RESIDENCES AND CARE VENUES

#### OVERARCHING PERSPECTIVE:

**Perspective:** Quality Service  
**Policy:** Services and Programs

#### POLICY:

During hours of operation, the Educator is responsible for the provision of quality care for children and families. During this time, visitors to the residence should be limited to ensure the high quality program and effective supervision is maintained at all times.

#### SCOPE:

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of Our Village Family Childcare Service.

#### RATIONALE:

To ensure the quality of care provided to children and families has minimal to impact from additional persons visiting or residing in the household.

#### PROCESS:

Educators may have visitors to their residence or venue whilst providing care. Regular visitors can add to the family environment that is provided by Educators and be an enjoyable experience for adults and children alike.

It is essential that the care and education of children is not compromised by the presence of visitors.

#### ***The Coordination Unit will:***

- Provide Educators with the Visitor Policy upon registering as an Educator with Our Village Family Childcare.
- Discuss with Educators this policy and the requirements to ensure that all interactions between visitors and children are appropriate for their education and care and maintain the best environment.
- Ensure that all regular visitors have a current Working with Children Check and ensure the identification number and expiry date is recorded in the Educator's file. The Coordination Unit will check the status of visitor WWC Checks at regular intervals.
- Directly address any concerns about a visitor's behavior with the Educator.
- Have the authority to request that the visitor leave the premises or venue immediately if the behavior of a visitor is considered a serious risk to the education and wellbeing of children.
- Monitor the record of visitors log maintained by the Educator.

**Educators will:**

- Ensure that every visitor to their residence or venue completes the record of visitors as per regulations, this must include:
  - a) The time the visitor arrived
  - b) The time the visitor departed
  - c) The name and signature of the visitor
- Provide the Coordination Unit with current information and a Working with Children Check for all regular visitors.
- Not allow regular visitors who do not have a current Working with Children Check to visit their premises or venue while the children are in care.
- Not allow any visitor who is not of good character to visit their residence or venue whilst children are in care.
- Not at any time leave a child or children with a visitor or allow a visitor to assume the Educators role.
- Ensure that all visitors interact appropriately and respectfully to the children in care.
- Ensure that visitors understand that the children in education and care are a priority.
- Inform parents/guardians of regular visitors who may visit the children in their premises
- Immediately notify the coordination unit of any issues or concern related to the presence or interaction between a visitor and a child or children in education and care.

A regular Working with Children (WWC) Check is a mandatory minimum requirement across Victoria, for people who are engaged in working with children.

**DEFINITIONS:**

**Regular Visitor:** is defined as anyone who has contact fortnightly or more often with the children in care.

**REFERENCES:**

Education and Care Services National Regulations, 2011 . Regulation 168

**RELATED DOCUMENTS:**

- Fit and Proper Assessment of Family Day Care Educators, Assistants and Adults Residing at Family Day Care Residences - 32
- Assessment, Approval and Re-assessment of Approved Family Day Care Residences and Venues - 2
- Child Safe Environment & Child Protection - 7
- Engagement and Registration of Family Day Care Educators - 13
- Tobacco Smoke Free Environment - 27
- Interactions with Children & Guiding Children's Behaviour - 19
- Excursions Policy - 16
- (SCH) Duty of Care Policy

*This box to be completed after final draft has been approved.*

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| <b>Owner:</b>        | Manager, Family Day Care | <b>Signed in accordance with Deed of Delegation:</b><br><div style="text-align: right;">1/12/2016</div> <div style="text-align: center;"> <input checked="" type="checkbox"/> <br/> <hr/>           Marcus Bosch<br/>           General Manager, Child, Youth &amp; Family Services<br/>           Signed by: Marcus Bosch         </div> |                  |