

POLICY

Visitors must adhere to the legislation and complete the visitors log.

PURPOSE

FDC educators have a duty of care to the children and families using their service. FDC Educators and visitors must adhere to the legislation and policies of Clarence Family Day Care and complete the visitors' log. Visitors can include, but are not limited to, tradespeople undertaking work at the premise and family members who do not live at the FDC premise.

SCOPE

This policy applies to children, families, coordinators, staff, educators, educator assistants, families and visitors of Clarence Family Day Care.

PROCEDURE

Educators must keep a record of all visitors to the family day care premises whilst children are being educated and cared for by the educator at the premise as part of a family day care service.

The record of visitors must include the name (first and last name), signature of the visitor, date and the time of the visitor's arrival and departure.

CFDC provides a Visitor Register to each educator – this is the register that must be used for recording visitors.

NOTE

The FDC Educator is to ensure that children in care are not to be left alone with a visitor in the family day care residence or venue.

Visitors include, but are not limited to:

- Other educators who are visiting the service
- Office staff
- Educator family members who do not reside in the residence and are visiting the care area
- Potential parents/guardians who are inspecting the service
- Tradespeople including fire inspection personnel

Regular visitors are required to hold an NSW Working with Children's Check. A copy of this is to be sent to the office for verification.

NATIONAL ECEC REGULATIONS

168 – Education and care service must have policies and procedures
169 – Additional policies and procedures – family day care services

NATIONAL QUALITY STANDARDS

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

REFERENCE & RELATED INFORMATION

- Education and Care NSW Regulations