

EARLY YEARS POLICY

Early Years Services Visitors Register for Family Day Care Residence or In-venue	Policy No:	QA2.17
	Document No:	D15/33023
	Approved Date:	1 April 2014
	Approved By:	Manager Aged and Family
	Review Date:	9 February 2021
Responsible Officer:	Coordinator Early Years	
Authorising Officer:	Manager Community Strengthening	

1. Purpose

To keep accurate records of all visitors to the Family Day Care educator's residence or in-venue. It is a requirement of the Regulations that all visitors to the service register their presence in the Visitors Register.

2. Scope

Evidence of link to National Quality Standards: 2.3.2, 7.3.1, 7.3.5,

Evidence of link to Education and Care Services National Regulations: 165, 166, 169

3. Application

Any visitor or guest (inclusive of all Surf Coast Shire Council employees) at a Family Day Care educator's home or in-venue facility during anytime that the home or in-venue facility is a workplace and children are in care.

4. Definitions

Not applicable

5. Policy

- It is important to understand that the registered Family Day Care educator has total responsibility for the care, supervision, and behaviour management of Family Day Care children at all times.
- Visitors are totally responsible for the care of their own children.
- Any visitors during Family Day Care hours must be made aware of key policy and procedures in relation to the operations of the Family Day Care service, for example:
 - Educator's Visitors Register sign in/sign out requirements
 - Home Safety Check requirements
 - Confidentiality requirements
 - Tobacco smoke, illicit drug/alcohol free environment policy
 - Supervision policy
 - Interactions with Children and Behaviour Guidance policy.
 - Early Years Child Safe Environment Policy and Child Safe Standards
- It is recommended that where possible families are introduced to persons with whom their children are in contact with.
- Educators must supervise children directly when in the presence of visitors, including maintenance and other workers.
- If a user of the service believes a visitor negatively influences the quality of child care provided the Early Years Family Complaints Policy will be followed.
- Regular care of relatives and children of friends: Children are required to be registered with the Family Day Care service, make payments (if applicable) in accordance with the fees and conditions of the services and signed-in and out accordingly using the e-signature platform. (Private care is not permitted during Family Day Care hours.)
- Visiting children unaccompanied by an adult, e.g. school aged children after school, kindergarten friends: This should only occur occasionally, and children are to be counted in Family Day Care ratios. **Note**: the key word here is "occasional".
Note: These children are not covered under the Family Day Care educator's Family Day Care public liability insurance. Visiting children must sign the Educator's Visitor Register.

Visitors (present for less than a day):

- Adult visitors with or without children may visit occasionally, however different people visiting can be a distraction to the Family Day Care educator and not an ideal education and care situation for the children. Visitors are to be encouraged to stay for short periods of time.

Guests (present for a day or more)

- Family Day Care educators must notify the Co-ordination Unit in advance of any guests staying at the home or within the property boundary for an entire day or longer. This information will be documented on the educator's file.
- Each situation will be assessed individually. The Co-ordination Unit reserves the right to make individual agreements with Family Day Care educators in regards to the above.
- Overnight visitors: family members/residents who will be staying overnight for more than a two week period require a National Police Record check. It is preferable that such visitors reside in an area of the home that is not utilised for Family Day Care and during family day care hours are not involved in the program
- Overseas visitors who are residing for more than two weeks are required to forward a criminal record check to the Family Day Care Team Leader from the country of origin prior to residing with the Family Day Care educator.

Visitors Register

- Family Day Care educators must ensure that all visitors complete and sign the Visitor's Register in accordance with the Regulations. This does not apply to parents or guardians during drop-offs/pickups (except where they are extended in duration).
- Visitors include: all visitors, Co-ordination Unit Staff, tradespersons, families that are at the educators home premises for a family interview whilst children are in care, other educators, educators own children's friends.
- The visitors register must be accessible during operational hours for inspection.

6. Records

Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Family Day Care Visitors Register	Records	Dispose of 25 years after date of provision of service	Off-Site
Family Day Care Attendance Record form	Records	Dispose of 25 years after date of provision of service	Off-Site
National Police Record Check	Records	Dispose of 7 years after conclusion of engagement of FDC provider	Off- Site
Family Day Care Public Liability Insurance	Records	Dispose of 7 years after conclusion of engagement of FDC provider	Off-Site

7. Attachments

Not applicable

8. References

Related Surf Coast Shire Council and Early Years Services Polices

D15/33004 Early Years Supervision of Children Policy
D17/116478 Child Safe Organisation Policy
D15/33006 Early Years Tobacco Smoke, Drug and Alcohol Free Environment Policy
D15/35312 Early Years Child Safe Environment Policy
D15/42638 Early Years Interactions with Children and Behaviour Guidance Policy
D15/42648 Early Years School Aged Children Behaviour Guidance Policy
D15/54272 Early Years Family Complaints Policy
D15/54281 Early Years Keeping a Register of FDC Educators Policy

Related Surf Coast Shire Council and Early Years Services Work Instructions and Forms

D16/75308 Family Day Care Visitors Record
D14/80951 Family Day Care Attendance Record form

Other References

Education and Care Services National Law 2010
Education and Care Services National Regulations 2011
ACECQA National; Quality Framework Resource Kit
Childcare Service Handbook (Department of Education)

Approval Date:	01/04/2014	Approved by:	General Manager Culture and Community
Amendment/Review 1:	01/06/2015	Approved by:	Manager Aged and Family
Amendment/Review 2:	03/01/2018	Approved by:	Manager Aged and Family
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