

## Purpose

To ensure the safety and wellbeing of all children registered with Greater Hume Children Services.

## Scope

All Educators, Relief Educators, staff, management and visitors to Family Day Care residences and venues.

## Definitions

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

## Policy Content

Greater Hume Children Services will ensure that:

- i. all reasonable steps are taken to ensure that Educators keep a record of all visitors to the Family Day Care residence or venue while children are being educated and cared for.
- ii. Educators are advised of their responsibilities regarding the requirement to keep a record of all visitors to a Family Day Care residence or venue while children are being educated and cared for. The record must include the signature of the visitor and the time of the visitor's arrival and departure. Educators will also be made aware of their responsibility to not leave any child unaccompanied with any visitor to the residence or venue.

## Links to Policy

Greater Hume Shire Child Protection Policy and Procedure (No. 75)

Greater Hume Shire Council Model Code of Conduct

Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students (GHCS.GOV.POL.010.1)

Incident Injury Trauma and Illness (GHCS.GOV.POL.008.1)

Emergency and Evacuations (GHCS.GOV.POL.006.1)

Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid (GHCS.GOV.POL.007.1)

Assessment Approval and Reassessment of Approved Family Day Care Residences and Family Day Care Venues (GHCS.GOV.POL.016.1)

Engagement and Registration of Family Day Care Educators (GHCS.GOV.POL.017.1)

Monitoring Support and supervision of Family Day Care Educators (GHCS.GOV.POL.019.1)

Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises (GHCS.GOV.POL.020.1)

Visitors to the Family Day Care Residence and Venues (GHCS.GOV.POL.021.1)

Provision of Information assistance and Training to Family Day Care Educators (GHCS.GOV.POL.022.1)

## Links to Procedures

Incident Injury Trauma and Illness Educator Procedure

Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students

Dealing with Medical Conditions Procedure

## References

Australian Children's Education and Care Quality Authority (2011). Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011.

Australian Children's Education and Care Quality Authority (2011). National Quality Standards.

Australian Children's Education and Care Quality Authority (2011). Guide to the National Quality Framework.

Australian Children's Education and Care Quality Authority (2011). Guide to the National Quality Standard.

Firth, J, Kambouris N, & O'Grady O. (2003). Health and Safety Model Policies and Practices. (2nd ed.). National Health and Medical Research Council. (2005). Staying Healthy in Childcare: Preventing Infectious Diseases in Child care (4th Ed.).

Greater Hume Shire Council Policies and Procedures

Greater Hume Children Services Policies and Procedures

## Responsibility

Service Manager

## Relevant Legislation

Education and Care Services National Regulations 2011 90, 168 (2) (d)

Education and Care Services National Law Act 2010

Local Government Act 1993

## Associated Records

## Document Control

Name of this Version:	Keyword for Council Category:	Document Register Number:	Review Date:
Visitors to FDC Residences and Venues Policy		GHCS.GOV.POL.021.1	November 2013
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