

Document Name	Document Version Number	Review Date
Visitors to family Day Care Residences and Venues Policy	1.0.1	October 2019
Date Adopted	Minute Number	Status
18 October 2017	4838	Re Adopted, No Alterations

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

Greater Hume Shire Council Model Code of Conduct

Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students

Incident Injury Trauma and Illness

Emergency and Evacuations

Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary

Requirements; Sun Protection; Water Safety; Administration of First Aid

Assessment Approval and Reassessment of Approved Family Day Care Residences and Family Day Care Venues

Engagement and Registration of Family Day Care Educators

Monitoring Support and supervision of Family Day Care Educators

Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises

Visitors to the Family Day Care Residence and Venues

Provision of Information assistance and Training to Family Day Care Educators

Links to Procedure

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

Links to Forms

Nil

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

Document Author

Service Manager

Relevant Legislation

Education and Care Services National Regulations 2016

Education and Care Services National Law Act 2010

Local Government Act 1993

Associated Records

Nil