

VISITORS TO THE FAMILY DAY CARE RESIDENCE OR VENUE WHILE CARE IS PROVIDED

POLICY

All visitors to the family day care residence or venue must abide by the legislation and complete the visitors log.

PROCEDURE

The family day care educator must keep a record of all visitors to a family day care residence or approved venue while children are being educated and cared for by the educator at the residence or venue as part of a family day care service.

The record of visitors must include the full name and signature of the visitor, as well as the time of the visitor's arrival and departure. Family day care Educators are responsible for ensuring this happens each time a visitor is present at the residence or venue.

Children in care are never to be left alone with a visitor in the family day care residence or venue.

Visitors and educators are to ensure children are not able to access any handbags, bags or unsafe items brought into the home.

The Coordination Unit will conduct visitor log book audits during their regular visits to the family day care service.

RELEVANT LAWS, SOURCES AND OTHER PROVISIONS

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011 (165; 166)

Date Written: 23/02/2018

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