

## EDUCATORS - HOME VISITS / MONITORING

### **POLICY**

The Co-ordination Unit monitors Family Day Care Educators through regular Home or In-Venue Visits to ensure a high standard of quality care is provided.

### **PROCEDURE**

1. Home and In-Venue visits and monitoring may include:
  - an initial Safety Check for potential Educators
  - an annual Home Safety Check
  - Educator resource & support visits
2. Educator visits must relate to the position description and guidelines for Educators.
3. A record and written documentation of monitoring visits should be completed at the visit, discussed and signed by the Field Worker and Educator. These records are filed on Educator's file.
4. Educator should be encouraged to discuss ideas and information about the Family Day Care Scheme and children in their care.

Source: Mt Alexander FDC - Handbook  
Educator Agreement  
Home safety assessment document  
National Standards Guide

Reviewed September 2005, August 2008, July 2009, July 2012