

## EDUCATORS - VISITORS

### POLICY

Family Day Care takes place in the Educator's home and from time to time, visitors to the home will be present. It is essential that records are kept of all visitors to the home in order to ensure that the child's safety is ensured and so that parents and the Coordination Unit are assured that only suitable persons come in contact with the children and that they are adequately supervised during the visit. No child is ever to be left in the care of a visitor, unless they are a registered Family Day Care Educator or a representative of the Coordination Unit or DEECD. There are various categories of visitor – family and friends, colleagues including Coordination Unit staff, temporary residents, and tradespeople.

### PROCEDURE

1. It is the duty of the Educator to ensure that all visitors present during the hours of operation are aware of the presence of Family Day Care children and the requirements and responsibilities this entails for all adults to safeguard the children's wellbeing
2. All visitors over the age of 18 must sign in and out of the residence, on the provided sheet.
3. In the case of longer term visitors or temporary residents, the Educator must inform the Coordination Unit and parents. If the visit is for more than 4 weeks, the scheme may require that the visitor obtain a police check and WWCC.
4. Visitors must never be left in charge of FDC children, and it is the Educator's responsibility to monitor the activities of the visitor at all times. Where the visitor is a friend of the Educator's children, the FDC children must not be left unsupervised with them eg playing in the Educator's child's bedroom or in the yard.
5. Other Educators may visit the residence to allow the children to play together – in this instance each Educator is responsible for the children in their care, but may supervise any of the children present for short periods eg to allow nappy changes, food preparation etc. Authorised persons from the Coordination Unit or DEECD may also supervise the FDC children on visits or in the case of an emergency.

Source: Mt Alexander FDC - Handbook  
Educator Agreement  
National Law, Regulations and Standards Guide 165-6 169  
DEECD – Anaphylaxis information sheet 2008

Reviewed March 2006, October 2008, July 2009, July 2012