

2.8 VISITORS TO EDUCATION AND CARE SERVICE

Policy No: 2.8

Policy Adopted: December 2013

Version No: 2 under Education and Care Services National Regulations under the Education and Care Services National Law

Review Date: September 2014

PURPOSE To protect the safety and well-being of children in care

POLICY Educators and visitors to their residence are informed of their responsibility in relation to Child Protection; families are made aware of visitors to the family day care residence

EXPLANATION

A visitor to a family day care residence is;

- (a) a friend or relative over 12 years who does not live at the residence
- (b) a person who is not authorised to deliver and or collect a child from care
- (c) service staff
- (d) a person representing a regulatory body in relation to a education and care service

A visitor to service office premises is;

- (a) a person who is not employed by the service

PROCEDURES

1. RECORDS

Educators residence:

- 1.1 educators can use either Visitor Forms provided by the service to record visitors; or they can use a booklet designed by themselves
- 1.2 the visitor document is to be made available to all visitors for signing into residence and out of residence
- 1.3 the register must have the following information recorded;
 - 1.3.1 date the person visited
 - 1.3.2 time of arrival
 - 1.3.3 signature of the person entering residence
 - 1.3.4 name of the person
 - 1.3.5 details of visit—purpose of visit, e.g. tradesman to fix plumbing / FDC Home Visit
 - 1.3.6 signature as leaving residence
 - 1.3.7 time leaving residence
 - 1.3.8 a parent must have access to this record on request

1.4 Service office:

The service will have a Visitor Form available for all visitors to record the following information;
the register must have the following information recorded;

1.4.1 date the person visited

1.4.2 time of arrival

1.4.3 signature of the person entering residence

1.4.4 name of the person

1.4.5 details of visit—purpose of visit, e.g. tradesman to fix plumbing / FDC Home Visit

1.4.6 signature as leaving residence

1.4.7 time leaving residence

2. CONDITIONS

2.1 educators must supervise visitors at all times

2.2 educators must, to the best of their ability, ensure that visitors are not prohibited persons

Source:

- Education and Care Services Regulations—165, 166, 169, 178

Forms:

- Visitor record sheet / book