

# Educators & Staff: Visitors to FDC Residences during FDC Hours

Policy/Procedure Number: A 7

Policy/Procedure Requirement: National Quality Standards 2 & 7; Regulations 165, 166 & 169

## Policy Statement

This policy is applicable to any visitor or guest, at an Educator's residence during anytime that the residence is a workplace and children are in care.

## Rationale

In all aspects of care, the best interests and safety of the child is to be a primary consideration at all times. It is important to maintain stability and consistency of care for FDC children. It is acceptable to have visitors from time to time, but different people constantly visiting can be a distraction to the FDC Educator and not an ideal care situation for the children.

## Strategies and Practices

- Educators must notify the Coordination Unit verbally in advance, of any guests staying at the home or within the property boundary, overnight or longer, while the residence is a workplace and children are in care. This information will be documented on the Educator's file
- Each situation will be assessed individually. The Coordination Unit reserves the right to make individual agreements with FDC Educators in regard to the above
- It is recommended that where possible families are introduced to persons with whom their children are in contact with
- Educators must supervise children directly when in the presence of visitors, including maintenance and other workers
- Where a visitor negatively influences the quality of childcare provided, the Service's *Governance & Management: Complaints & Grievances* policy will be followed
- Adult visitors with or without children may visit occasionally, and are not to be encouraged to stay for extended periods of time
- Any person **deemed inappropriate by the ACT Regulatory Authority** is excluded from the FDC residence while children are being educated and cared for at the premises
- **Overnight visitors:** family members/residents who will be staying overnight for more than a two-week period require a Working with Vulnerable People check or National Police Record check. It is preferable that such visitors reside in an area of the home that is not utilised for FDC
- **Overseas visitors** residing for more than two weeks (if elderly parents, more than 3 months) are required to forward a criminal record check to the Nominated Supervisor from the country of origin prior to residing with the Educator.

- Where the Australian visitor visa requires the visitor or the Australian Government Department of Home Affairs to undertake a criminal record check on the visitor, then a separate criminal record check is not required.
- Private care is not permitted during FDC hours
- **Regular care of relatives and children of friends:** Children are required to be registered with the Service, liable for fees in accordance with the fees and conditions of the Service, and are to be recorded in the Service's HubWorks System
- **Visiting children** unaccompanied by an adult (e.g. school aged children after school, kinder friends) should only be allowed occasionally, and children are to be counted in FDC numbers. Note: the key word here is "occasional". These children are not covered under the FDC Educator's public liability insurance. Visiting children must be signed into the Educator's Visitor Register

### Visitors Register

- In accordance with regulation 165, Educators must ensure that all visitors complete the visitors register, including the date and signature of the visitor and the time of the visitor's arrival and departure. This does not apply to parents or guardians during drop-offs/pickups (except where they are extended in duration)
- **Visitors include:** Coordination Unit Staff, tradespersons, families that are at the Educator's home premises for a family interview whilst children are in care, friends that drop in during the day, including other Educators, and the Educator's own children's friends
- The visitors register (Genesis FDC Diary includes visitors register) must be accessible during operational hours for inspection by families of children in care
- It is important to understand that the registered FDC Educator has total responsibility for the care, supervision, and behaviour management of FDC children at all times
- Visitors are totally responsible for the care of their own children
- Any visitors during FDC hours must be made aware of the Home Safety Check requirements, confidentiality, tobacco smoke drug/alcohol policy, adequate supervision policy, emergency evacuation procedures and the Interactions with Children policy

### Day-to-Day Service Management of Health and Safety Policies

- Reviewed quarterly and as required

### Resources and Further Readings

- Education and Care Services National Regulations
- Education and Care Services National Law Act 2010
- ACECQA National; Quality Framework Resource Kit [www.acecqa.gov.au](http://www.acecqa.gov.au)
- Childcare Service Handbook 2013-2014 (Department of Education & Training)

## Related FDC Policies, Procedures & Documents

- Visitors register
- Working with Vulnerable People or National Police Record Check
- FDC Public Liability Insurance
- Adequate Supervision
- Interactions with Children

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