

Visitors to Residents and Venues While Education and Care is Being Provided To Children Policy

Published	July 2021
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Sources	Education and Care Services National Regulations, October 2020 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2020 Guide to the National Quality Standard, October 2018 https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check/employer Retrieved November 2019 and September 2021

Aim:

We value the opportunities afforded by visitors to our service. During visits, safeguards are in place to ensure the health, safety and wellbeing of the children.

Visitors to our Services are a valuable part of the program. To ensure the safety of children safeguards are in place and records kept of all visitors

Definitions:

A visitor to an Educator's Residence is a person that is not permanently living at the premises. A visitor at any approved venue is a person that is not the Educator.

Visitors include:

- Co-ordination Unit Staff
- Trades People
- Other people that may come into the Educator's Residence with the family
- Friends that drop in during the day, including friends of household members and other Educators
- Families that are at the Educators Residence or Approved Venue for a family interview whilst the children are in care
- People staying short term at the Educators Residence – not permanently residing there

Visitors do not include:

- Families that are signing children in and out of care
- Educators own family and permanent residents (if care takes place at the Residence)

Responsibilities:

In relation to the Co-ordination Unit Staff:

- Be aware of their obligations under the current Education and Care Services National Regulations and the National Quality Standard in relation to visitors to residents and venues
- Ensure that all Educators have accurate and up-to-date visitor records
- Provide Visitor Record forms for Educators to use
- Ensure Educators are aware of their duty of care in relation to visitors to a residence or venue, and that children are not left unattended with a visitor

- Ensure Educators keep the service informed of a visitors to their home or venue and ensure that regular visitors obtain a volunteer Working With Children Check
- Ensure Educators keep the service informed if a visitor resides overnight and ensure that the visitor obtains a volunteer working with children check before visiting for a three week period, and a copy s provided to the Service for Verification.
- Keep Visitor Records for a minimum of seven years

In relation to Educators:

- Be aware of their obligations under the current Education and Care Services National Regulations and the National Quality Standard in relation to visitors to residents and venues
- Keep an accurate record of all visitors to the residence or venue
- Ensure regular visitors to the home of venue obtain a Working With Children Check and provide a copy to the Service.
- Notify the Service of any visitors who are to reside overnight at the hone or venue.
- Ensure all people residing for up to 3 weeks on the property where a Family Day Care Service is provided hold a Working with Children Check clearance. This includes people sleeping on a regular or frequent basis anywhere on the property, including a building, caravan, structure, vehicle or other thing
- Ensure all visitors to the residence or venue sign the record for visitors
- The record for visitors must include:
 - Date of the visit
 - Name of the visitor
 - Arrival time
 - Departure time
 - Signature of the visitor
- Be aware of their duty of care and not leave children unattended with a visitor to the residence or venue
- Make Visitor Records available to the Service upon request.

Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Scheme and Co-ordination Staff accessing current relevant information
- Scheme, Co-ordination Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

Policy Review

Date Revised	Comments
July 2013	Scheduled Policy Review – No changes made
January 2015	Scheduled Policy Review – No changes made
November 2015	Added update regarding visitors residing at the FDC Home for longer than 3 weeks
July 2016	Scheduled Policy Review – No changes made
July 2018	Reviewed Sources
November 2019	Checked volunteer WWC requirements with Office Of Children's Guardian, changed Educator requirement to make Visitors Book available to Service upon request.