

VISITORS TO FAMILY DAY CARE RESIDENCES AND VENUES POLICY

WHY?

Thrive recognises that Family Day Care Educators, Assistants and Relief Educators may have visitors at their residence or venue from time to time during the hours of service operation.

On these occasions, the need to protect the safety and wellbeing of the children using the service is imperative, as is the need to adhere to the *Education and Care Services National Law* and the *Education and Care Services National Regulations – 165 and 169*.

A record must be kept of all visitors to Family Day Care residences/venues while education and care is being provided and similarly, families are to be made aware of visitors to the premises.

WHO?

This policy applies to the following persons:

- Approved Provider (Thrive)
- Thrive Management
- All Staff
- Family Day Care Educators, Assistants and Relief Educators
- Volunteers
- Students on professional experience placements
- Families using Thrive Family Day Care Service
- Any visitor or guest at a Family Day Care Educator's residence/venue during any time that the premise is being used as a Family Day Care service

All of the above will be made aware of the requirements of this policy and procedure and this will be undertaken as a part of the registration/induction process.

WHAT?

For the purpose of this policy, a visitor is defined as any person at the Family Day Care Educator's residence/venue, who is not a permanent resident of the household. Some examples of visitors include, but is not limited to friends, family members who do not reside at the premise, trades people, other Educators, Thrive staff members and people staying short term at the Educator's residence.

Visitors do not include families that are signing children in and out of care, nor Educator's own family who are permanent household residents, nor Thrive Compliance Officers.

A Visitors' Register is to be completed by all visitors to a Family Day Care residence or venue during the hours of Family Day Care service including children over the age of 13. The Visitors Register is a written record which contains the following information: date of visit, name of visitor, address and phone number of visitor, reason for the visit, time of arrival and departure and signature of the visitor.

WHEN?

Visitors to a Family Day Care residence/venue during work hours are to complete the Visitors' Register every time they call in to see the Family Day Care Educator, Assistant or Relief Educator.

RE-REGISTRATION OF FAMILY DAY CARE EDUCATORS POLICY

Family Day Care Educators are to have the Visitors' Register readily accessible at all times.

Under no circumstances are children in Family Day Care to be left alone with any visitors as per the *Education and Care National Regulations* - 166.

Any deliberate breaches of this policy may result in disciplinary action being taken against the Educator and/or registration being cancelled.

Thrive will provide all staff and Educators covered by this policy with the appropriate training so they are made aware of their responsibilities and obligations.

Thrive retains the sole discretion to reasonably vary, terminate or replace this policy from time to time. Thrive will consult before any amendments are made and will notify and train those to whom the amendments apply.

All persons covered under the paragraph 'Who' that breach this policy may be subject to the appropriate disciplinary action in accordance with the Disciplinary Policy and Procedure or removal from the workplace or termination of services (workers, other than employees and other persons in the workplace).

**VISITORS TO FAMILY DAY CARE RESIDENCES
AND VENUES PROCEDURE****HOW?**

Family Day Care Educators must keep a record of all visitors to a Family Day Care residence or venue during the service's hours of operation. The record must include the date of visit, name and signature of the visitor, their arrival and departure time, address and phone number and reason for the visit.

Family Day Care Educators, Assistants and Relief Educators must be aware of their duty of care and not leave a child or children alone with a visitor to a family day care residence or approved venue, while providing care and education to that child as part of the family day care service as per *Education and Care National Regulations - 166*.

Parents must have access to the Visitors' Register upon request of the same.

Any person who is over the age of eighteen years, who stays for three weeks or more in the premises of a Family Day Care Educator must sign the Visitors' Register and Thrive must be notified prior to the visit. If the visitor stays regularly, but not full-time (i.e. several nights a week) they will require a check.

When a visitor is staying whilst children are in care, Thrive must be advised and the visitors introduced to the children and parents.

BREACH OF THE PROCEDURE

Any breach of this procedure may result in disciplinary action including, but not limited to, termination of employment or registration.

Thrive retains the sole discretion to reasonably vary, terminate or replace this procedure from time to time. Thrive will consult before any amendments are made and will notify and train those to whom the amendments apply.