

# Family Day Care

## Visitors to Family Day Care Residences Policy



Merri-bek  
City Council

**Section:** 2 Children's Health and Safety

**Policy ID Number:** 2.14

**Link to National Quality Standard:** 2.2

**Link to Education and Care Services National Legislation:** As 165; As 167; As 170; As 171; r165; r166

### 1 Policy Statement

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This policy is to ensure Educators and staff are providing a safe environment for all children and is applicable to any visitor or guest at an Educators home during the time that the home is a workplace and children are in care.

### 2 Rationale

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Family Day Care (FDC) is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all Educators, Educator family members, work experience/work placement students and volunteers irrespective of their involvement in child related duties.

FDC is committed to protecting children from harm. These requirements are to help ensure the safety of all children in care.

This policy also applies to visitors who are not residents or citizens of Australia, and people who have recently arrived in Australia.

### 3 Procedures

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#### 3.1 Visitors to FDC Residences

- The following procedures are required by the Coordination Unit because visitors may be in contact with FDC children whilst in care.
  - Educators are required to maintain a Record of Visitors register of all persons who access the Educator's home whilst providing care.
  - All casual visitors (including Coordination Unit staff) to the Educator's premises are required to sign the Educator's Record of Visitors, providing all information requested on the Record of Visitors form. (This does not apply to parents or guardians during drop-offs/pickups, where they are providing this information on the Attendance of Care records).
  - If it is not possible for Educators to provide a safe environment and maintain supervision of all children in care, e.g.: interruptions to services required for care or an unsettled environment for the children in care, then these visits or appointments should occur outside working hours.
  - Regular visitors to the Educator's home may be required to obtain criminal history checks and Working with Children Checks by the Coordination Unit.

### 3.2 Visitors Who will be Staying at the Educator’s Premises

- The Educator will inform the Coordination Unit and parents using their care, two to four weeks prior to the arrival of the visitors.
- The relevant forms need to be completed and then considered for approval by Merri-bek Family Day Care. If approval is denied, the Educator will not be able to provide care during the visit.
  - The Educator and visitors will provide the Coordination Unit with the following documentation:
    - If the person resides in Australia, a driver’s licence or similar form of identification as requested by the Coordination Unit.
    - If the person resides outside Australia the copies of passport and/or visa details, or
    - Copies of criminal history checks and/or Working with Children Checks, or any relevant identification/documentation, when available or as requested by the Coordination Unit.
    - Visitors may be requested by the Coordination Unit to obtain criminal history checks and Working with Children Checks, at any stage prior to or during their stay at the Educator’s residence.
- The Educator will need to sign a proforma which states that:
  - All contact between the visitors and the children in care will be fully monitored and supervised by the Educator.
- The Educator will not pass any responsibilities for children in care on to any other person not authorised by the Coordination Unit.
- Parents will need to complete an authorisation form for their child to be present when the visitor is at the educator’s home. Authorisation forms need to be completed and forwarded to the FDC Coordination Unit prior to the visitor arriving.
- If parent chooses not to use care with the educator during this time, Coordination Unit will offer relocation care.
- If the Coordination Unit becomes aware of any concerns or issues regarding visitors in the Educators home, care may be suspended whilst these concerns and issues are investigated.
- If Coordination Unit staff are conducting a home visit during the educator’s work hours, they can request to meet any visitor present at the educator’s home.

## 4 References

- [Education and Care Services National Law Act](#)
- [Education and Care Services National Regulations](#)
- [National Quality Standards](#)
- [ACECQA](#)
- Educator Agreement

### Revision History

Date	Revision No.	Revision Section	Revision Description
December 2016	1.0	All	Initial Policy Release (creation date)
August 2021	2.0	All	Updated from old Policy to new format and current information.
August 2024	3.0	All	Updated to reflect the councils name change.
August 2027	Next Review Date		