

# FAMILY DAY CARE AUSTRALIA

## CHECKPOINT SERIES

# VISITORS TO FAMILY DAY CARE

The approved provider of a family day care service must have policies and procedures in relation to the maintenance of records of visitors to family day care residences and venues while education and care is being provided to children as a part of a family day care service.<sup>1</sup>

A family day care educator must maintain a record of all visitors to their service while children are being educated and cared for.<sup>2</sup>

The National Quality Standard refer to protecting children from possible dangers<sup>3</sup> and the maintenance of records<sup>4</sup>.

### Key Points

- A visitor should be considered as someone who temporarily visits the service for reasons such as friendship, business, playgroup.
- A record must be maintained for all visitors while children are being educated and care for. The record must outline the date of the visit, the visitor's name and signature as well as the arrival and departure times for the visit.
- Protecting children from harm and hazards includes ensuring that children are safe from dangers that can present from people within their environment. Educators and coordinators must ensure that children are not left alone with a visitor while providing education and care to children utilising the family day care service.<sup>5</sup>
- Risk assessments and permissions will be required for special visitors, such as a visiting artist or organised incursion or educators visiting with their children.

### Checkpoint Questions

- Are you aware of your service's policies and procedures in relation to visitors to family day care residences and venues?
- Are you aware that children are not to be left alone with visitors?
- Are you aware that records must be maintained for all visitors to your service?
- Is all the required information included in your visitors records?
- Do coordination unit staff sign the visitor record when conducting visits at your service?
- Does the service have guidelines that outline what constitutes a visitor?
- Where required, are risk assessments and relevant permissions completed for planned special visitors?

### Useful Resources

[ACECQA - Sample record of visitors](#)

#### FAMILY DAY CARE AUSTRALIA

PO Box 571 Gosford NSW

Telephone: 1800 658 699

Email: [enquiries@fdca.com.au](mailto:enquiries@fdca.com.au)

Website: [www.fdca.com.au](http://www.fdca.com.au)



Please note that the information in this Fact Sheet represents general guidance only to encourage critical reflection on your practice. If the content raises any concerns for you, please check with your Coordinator or Service.

**1** Regulation 165, 169(2)(f), **2** Regulation 165 (b), **3** Element 2.2.1, **4** Elements 2.2.1, 2.2.2 and 2.2.3, **5** Regulation 166