

Mornington Peninsula Shire Education and Care Services Family Day Care and School Holiday Program

Visitors to the Education and Care Service Policy

Policy Statement

We recognise, acknowledge and welcome approved visitors to our services; however it is important to remember that not all visitors are welcome and some visitors could have a negative effect on the service. Educators have a duty of care to ensure that only approved visitors enter the service and that they follow the required practices when visitors are at the service.

Where visitors attend the services that are not having a positive effect on service provision they will be asked to leave the premises immediately.

Education and Care Services National Regulations

Part 4.7 Leadership and Service Management

Subdivision 2: Residents at family day care residences and family day care educator assistants

- Regulation 164: Requirement for notice of new persons at residence
- Regulation 165: Record of visitors
- Regulation 166: Children not to be alone with visitors

National Quality Standard

Quality Area 2: Children's Health and Safety

Standard 2.3: Each child is protected

- Element 2.3.1: Children are adequately supervised at all times
- Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury

Strategies and Practices

Educator responsibilities

It is the responsibility of our educators to ensure that:

- Visitors do not assume responsibility for children in care
- Visitors take responsibility for any children they bring to the service
- They continue to maintain a high level of supervision
- Visitors are to be introduced to children where appropriate
- All visitors are to adhere to the service policies while they are in the service
- Educators reserve the right to request formal identification prior to accessing the service
- If the visitor is unable to provide a reason for attending the service or formal identification if requested, then they are to be asked to leave the premises

Family day care

- Any breaches of policy by visitors to a family day care home may be deemed a breach by the educator and therefore may result in action being taken against the educator

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- Educators are to notify the coordination team and families of children in care of any visitor to the home that will be staying for longer than three (3) days
- Visitors who reside in the educators home for longer than two (2) weeks will be required to obtain a Victorian Police Criminal Records Check
- Visitors are not to sleep in the same room as family day care children
- All visitors to the home are to be registered on the visitor book/sheet

School holiday program

- All visitors to the services must sign the visitor book/sheet detailing their name, time, date and purpose of visit
- Educators are required to confirm that the signing in book/sheet has been completed prior to admitting the visitor to the service
- If the visitor is required to have a Working with Children Check; the number is to be recorded in the visitor book

Intruders and/or unwelcome visitors

In the event of an intruder/unwelcome visitor attending the service; educators are to ask them to leave the service immediately – if they do not leave;

Family day care

- Call for assistance from other household members if possible;
- Move children to safe location if appropriate;
- Contact the police as soon as possible;
- Contact the coordination team as soon as practicable; coordination team will provide support and further advice if required

School holiday program

- The educator who becomes aware of the situation to call for assistance from another educator eg: calling out, blow a whistle, use of walkie talkie etc;
- Contact the Police as soon as possible;
- On hearing of concern via above methods; educators are to group children together and where possible evacuate the service via a safe exit;
- Educators to contact the service coordinator and the team leader child care services as soon as practicable

Sources and further reading

- Kidsafe Australia; www.kidsafe.com.au (2009)
- Education and Care Services National Regulations
- National Quality Standard