

2.11 Visitors to Family Day Care Residences and Venues

POLICY:

Educators registered with Mackay Family Day Care Scheme are required to maintain a record of all visitors to family day care residences and/or venues whilst education and care is being provided to children.

PROCEDURES:

1. A visitor includes any adult who does not reside at the family day care residence but is present at any time during the service's hours of operation.
2. Family day care educators will ensure a visitor log is kept which records all visitors to a family day care residence and/or venue during the service's hours of operation.

This record must include the following information:

- date;
- name and company details (if applicable);
- time in/out;
- signature.

3. A family day care educator must not leave a child being educated and cared for by the educator at a family day care residence and/or venue alone with a visitor.
4. Regular visitors to a family day care residence or venue must have a current blue card. A regular visitor is defined as "Someone who visits the family day care residence or venue at least fortnightly."
5. Mackay Family Day Care Scheme must be notified by educators of any regular visitors and sight their blue card before they visit the family day care residence or venue.

Date Implemented	Review DueDate	Date Updated	Source
2017 August	2019 February 2020 February 2021 September	2018 August	<ul style="list-style-type: none">• Education and Care Services National Law Act 2010• Education and Care Services National Regulations 2011