



7.19 Visitors Policy

Policy number: 7.19
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Reviewed by: Child Care Team

This policy relates to	
National Quality Standards Early Childhood Education & Care	2.2 Safety 2.2.1 Supervision 2.2.3 Child Protection
National Principles of Child Safe Organisations	

Purpose

Educators are required to provide a safe environment for children and follow all safety and risk management procedures to ensure regular visitors to the home do not pose a risk to children. This is achieved through supervision and blue card requirements.

Policy

Educators are responsible for advising the service of all regular visitors. Regular visitors are required to have a positive blue card prior to visiting on a regular basis. Educators must not allow unauthorised persons at the residence.

A regular visitor is defined as an adult visiting:

- At least once a week over the course of one month;
- At least once a fortnight over the course of two months;
- At least once a month over the course of six months;
- Visiting for three weeks in the course of one year.

A visitor is considered anyone entering the property while family day care is being provided.

Applications for a blue card need to be returned to Beaucare and the original signed by a Coordinator stating that current original identification documents (or certified copy) have been sighted and copied. Beaucare will forward the application to the Blue Card Office.

If a regular visitor has a current blue card, this must be confirmed through completion of an authorisation to confirm a valid blue card. Beaucare will view the blue card and forward the form to the Blue Card Office.

A record must be kept which records all visitors to the Care residence or venue during the service’s hours of operation. The record must include the name and signature of the visitor,

the reason for the visit, their arrival and departure time and contact phone number. These records must be kept by the educator for 3 years.

An educator **must not** leave a child or children alone with a visitor to a care residence or venue while providing care and education to that child as part of the Care Service. This is to protect both the children from potential harm, and the visitor from potential allegations of harm. It is the educator's responsibility at all times to ensure that the children are actively supervised. Visitors must not impact the quality of care being provided or the supervision of the children.

Relevant Legislation

Education and Care Services National Law Act 2010 167
Education and Care Services National Regulations 2011, 165-166,169
Child Protection Act 1999
www.legislation.qld.gov.au/LEGISLTN/CURRENT/C/ChildProtectA99.pdf
Commission for Children and Young People and Child Guardian Regulation 2011
www.legislation.qld.gov.au/LEGISLTN/CURRENT/C/CommisChildR11.pdf
Commission for Children and Young People and Child Guardian Act 2000
www.legislation.qld.gov.au/LEGISLTN/CURRENT/C/CommisChildA00.pdf

Key Resources

Commission for Children and Young People and Child Guardian
www.ccypcg.qld.gov.au
www.ccypcg.qld.gov.au/bluecard/fdc/index.html

Related Policies

[Appendix I Child Protection](#)