



Co-ordinator Home Visit Report Duplicate Book

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This is the individual booklet (or kit re-fill) for the Family Day Care Co-ordinator Home Visit Compliance Duplicate Book A4 (2 pages duplicated) (20 sets).

The FDC Resources Co-ordinator Home Visit Compliance Report makes it easy for Co-ordinators / Nominated Supervisors to document their compliance check visits to the FDC residence or approved venue.

As a Co-ordinator / Nominated Supervisor or Approved Provider, even accidental non-compliance may be penalised - make sure your service is doing the right thing with our comprehensive Compliance Kit.

Who is this book for?

- Family Day Care Co-ordinators / Nominated Supervisors / Approved Provider

What are the benefits?

- Everything in one place,
- Less paperwork, photocopying and filing
- Keep evidence of record keeping to comply with the NQS, regulations and the law.

CARBON COPY

RRP \$62.96 inc GST - Postage extra

For more information about how to use the resources or about bulk-buy discounts or customisation, just drop us a line at info@bccr.com.au or visit www.bccr.com.au

Co-ordinator Home Visit Compliance Report

The Best Practice FDC Resources Co-ordinator Home Visit Compliance Report makes it easy for Co-ordinators / Nominated Supervisors to document their compliance check visits to the FDC residence or approved venue.

The Nominated Supervisor or Coordinators acting on behalf of the Approved Provider have a legal obligation for the safety and wellbeing of the children attending the Approved Educators Family Day Care services.

Note all non-compliance is reported to the Approved Provider **and** ACECQA <http://www.acecqa.gov.au>

190 Infringement Offences, and also Regulation- 178.

Assessments of family day care residences and venues

Note: This regulation only applies to family day care services.

The approved provider of a family day care service must conduct an assessment on going compliance & support visits (including a risk assessment) of each residence and approved venue of the service before education and care is provided to children, and then at least annually.

The purpose of the assessment is to ensure the health, safety and wellbeing of children is protected.

The following matters must be considered as part of an assessment:

- the premises, furniture and equipment
- fencing and security
- the sufficiency of furniture, materials and equipment
- the adequacy of laundry facilities or other arrangements for dealing with soiled clothing
- the adequacy of toilet, washing and drying facilities
- the adequacy of ventilation and natural light
- glass safety issues
- the suitability of the residence or venue according to the number, ages and abilities of the children who attend or are likely to attend the service
- the suitability of nappy change arrangements for children who wear nappies
- the existence of any water hazards, water features or swimming pools at or near the premises
- any risk posed by animals.

Each family day care educator must advise the approved provider of:

- any proposed renovations to their residence or venue
- any changes in their residence or venue that may affect the matters considered as part of the assessment of the premises—for example, acquiring a pet
- any other changes to the residence or venue that will affect the education and care provided to children as part of the family day care service.

National Law: Section 167 (protection from harm and hazards) National Regulations: Regulation 116



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IMPORTANT: While Best Practice Family Day Care Resources will assist educators in meeting the standards, Family Day Care Educators should always refer to and abide by their own Scheme's Policies & Procedures.



Home Visit Compliance Report p1

Educator's Full Name:		Co-ordinator's Name:	
Educator's Address:			
Re-engagement Due Date:	Total Years of Engagement Approval:	Visit Date:	
Requested <input type="checkbox"/> Weekly Visit	<input type="checkbox"/> Fortnightly Visit	<input type="checkbox"/> Monthly Visit	<input type="checkbox"/> Yes <input type="checkbox"/> No
Educator's Emergency Compliance Practised - Documents submitted to office <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Mar <input type="checkbox"/> Jun <input type="checkbox"/> Sep <input type="checkbox"/> Dec			

VISIT CHECKLIST - GENERAL COMPLIANCE

Insurance Due:	First Aid Due:	Asthma/Anaphylaxis Due:
First Aid Kit sighted? <input type="checkbox"/> Date of last monthly audit:	Educator Fit and well? Y <input type="checkbox"/> N <input type="checkbox"/> If no:	
Six monthly Fire Equipment Tagging receipt sent to Office? <input type="checkbox"/>	Children at Risk of Harm Certificate code correct? <input type="checkbox"/>	
New child/children enrolment file sighted and correct? <input type="checkbox"/>	New adult household members working with children check? <input type="checkbox"/>	
Scheme policies reviewed by educator? <input type="checkbox"/>	Educator's pending holidays form submitted? <input type="checkbox"/>	
Cease care - notice of learning assessments up to date? <input type="checkbox"/>	Children's learning assessments sighted? <input type="checkbox"/> Last date:	
EYLF/MTOP and FDC Service Rating on display? <input type="checkbox"/>	QIP input on display? <input type="checkbox"/> Last date:	
Quarterly compulsory training attended? Y <input type="checkbox"/> If no, medical cert? <input type="checkbox"/>	Any online training/personal improvement copy of certificate? <input type="checkbox"/>	

VISIT CHECKLIST - RECORD KEEPING (USE THE BEST PRACTICE FDC KIT AND CHECKLIST DIARY)

Sign-in / Attendance Forms sent to Office (kit) (correct bookings?) <input type="checkbox"/>	Supporting Placement Agreements sent to Office? <input type="checkbox"/>
Visitor Sign-in Forms sent to Office (kit) <input type="checkbox"/>	Date of last visit in Visitor Sign-in book: Staff? Y <input type="checkbox"/> N <input type="checkbox"/>
Administration of Medication Forms sent to Office (kit) <input type="checkbox"/>	New child/children's health care plan sent to Office? <input type="checkbox"/>
Incident, Injury, Trauma and Illness forms sent to Office (kit) <input type="checkbox"/>	Any follow- up required for incidents documented? Y <input type="checkbox"/> N <input type="checkbox"/>
Excursion Risk Management Plans sent to Office (kit) <input type="checkbox"/>	Regular outings / excursions plan up to date for year? <input type="checkbox"/>
Parent receipt copies sighted? (Kit) <input type="checkbox"/>	All hazards removed in FDC? (Checklist diary) <input type="checkbox"/>
Daily home health and safety checklist sighted? (Checklist diary) <input type="checkbox"/>	Daily UV rating sighted? (Checklist diary) <input type="checkbox"/>
Daily sleep chart sighted? (checklist diary) <input type="checkbox"/>	Daily nappy / toilet chart sighted? (Checklist diary) <input type="checkbox"/>
Daily menu plan sighted? (Checklist diary) <input type="checkbox"/>	Immunisation records updated and sighted? (Checklist diary) <input type="checkbox"/>

List Scheme's resources - issued to / returned from the Educator:

COMMENTS AND CONCERNS ABOUT THIS VISIT? (Please attach additional documents or audits if relevant)

Children's input "the voice of the child is added". Ask the child what they liked doing at the Family Day Care service today

Child's name (max 7 children)	Age	Child's activities / interactions on arrival

Educator's input and ideas to the co-ordinator / nominated supervisor into the FDC scheme



Home Visit Compliance Report p2

Visit Date:

QUALITY IMPROVEMENTS PRACTICED - ALL QUALITY AREAS

List all QIP carried out in the Educator's Family Day Care Service:

Documents from the co-ordinator / nominated supervisor to the FDC educator (list items)

Documents from the FDC educator to the co-ordinator / nominated supervisor (list items)

Child's enrolment fee collected (family and child's name)

SUPPORT AND GUIDANCE WITH EARLY YEARS LEARNING FRAMEWORK - EDUCATIONAL PROGRAM PRACTICED

NOTES AND FOLLOW-UPS

To be completed by the Contracted Family Day Care Educator:

I am aware of my responsibility for the safety and wellbeing of children who are registered in my approved FDC service granted under the Education and care law and regulations and national Quality Standards and my Scheme's Policies and Procedures. I have read this report from the Co-ordinator / Nominated Supervisor. I understand this is all true and correct. I will implement all required / suggested improvements for NQS in my FDC service. All hazards will be removed. The photo evidence of any improvements required and requested will be emailed to my Co-ordinator on the dates of notice.

Educator's signature:

Date:

Co-ordinator/Nominated Supervisor's signature:

Date:

The Nominated Supervisor or Co-ordinators acting on behalf of the Approved Provider have a legal obligation for the safety and wellbeing of the children attending the Approved Educator's Family Day Care services with the Scheme.

All non-compliances are reported to the Approved Provider and the local Education and Care directorates. ACECQA www.acecqa.gov.au

Please refer to Regulation: 190 Infringement Offences and also Regulation 178

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