

This is the individual booklet (or kit re-fill) for the FDC Compliance Kit Visitor Sign-In Duplicate Book (20 sets). Cut the confusion around NQS compliance for Family Day Care Educators.

Use this record book to easily make records of visitors to the FDC residence or approved venue. There is an easy tear-off top copy for you to submit to your service provider and the coloured copy which can stay in this book for the Educator's records. You are required to keep these records until the end of 3 years after the record was made.

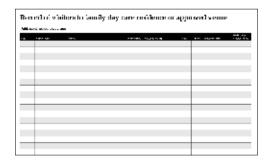
- Use in conjunction with the Family Day Care Compliance Checklist Diary
- Use in conjunction with the Weekly Programming and Reflection Diaries
- Tear out top copy for service admin, keep a copy

RRP \$31.48 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** 

## B: Visitors to FDC Residence or Approved Venue Record

Use this record book to easily make records of visitors to the FDC residence of approved venue. There is an easy tear-off top copy for you to submit to your service provider and the coloured copy which can stay in this book for the Educator's records. You are required to keep these records until the end of 3 years after the record was made.



Review ACECQA's comments on your obligations under the regulations and law. (ACECQA: Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011- version June 2014)

Under the National Law enrolment and other documents, must to the extent practicable be kept at the education and care service premises, if they relate to the operation of the service, any staff member or child for the previous 12 months. If not kept on the premises, they must be kept at a place readily accessible by an authorised officer, for example, the records are available online from the service premises.

## **Education and Care Services National Regulations**

Current version for 1 March 2016 to date

Chapter 4 Part 4.7 Division 1 Subdivision 2 Regulation 165 Record of visitors

- (1) An approved provider of a family day care service must take all reasonable steps to ensure that a record is kept of all visitors to a family day care residence or approved family day care venue while children are being educated and cared for at the residence or venue as part of that service.
- (2) A family day care educator must keep a record of all visitors to a family day care residence or approved family day care venue while children are being educated and cared for by the educator at the residence or venue as part of a family day care service.
- (3) The record of visitors must include the signature of the visitor and the time of the visitor's arrival and departure.



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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.

Best Practice FDC Resources is a collaboration between Debra Casey and Leona Butler - who have come together to bring you quality solutions for your Family Day Care business

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A4 Landscape - Duplicate 20 sets



## Record of visitors to family day care residence or approved venue

Address of residence/venue:								
Date	Name of visitor	Address	Phone number	Reason for visiting	Time in	Time out	Signature of visitor	Working with Children Numbe

