

Brunswick Crèche & Day Nursery adopts an ‘open door’ policy, where family and friends are always welcome to come and visit and participate in the program at any time. We hold special days throughout the year for this, however visitors are welcome at any time.

*The Nominated Supervisor will ensure the safety, health and wellbeing of all children by:*

- Ensuring that visitors to the centre can only gain access via the security-controlled front door, which can only be operated by a member of staff. All staff will be made aware of this policy. Visitors must state what the purpose of the visit is or whom they are coming to see and provide identification; a staff member should validate this identification. All visitors to Brunswick Crèche & Day Nursery are asked to enter their details and reasons for their visit in the Centre’s ‘Visitor’s Book’ and are requested to wear a ‘Visitor Pass’ at all times. All Visitors will be given a ‘Visitors Information’ pamphlet, which gives details about things that they may need to know whilst they are on the premises e.g. Toilets, Evacuation Procedure etc.
- Ensuring visitors are only allowed entry to the centre if they can be adequately identified. Tradespeople, business representatives and early intervention specialists or professionals, or support workers provided by early childhood agencies, must carry appropriate identification.
- Requiring all visitors to Sign In/Out book as soon as they arrive and be escorted to the appropriate room by the staff member for work health and safety and child protection reason. When leaving the premises visitors must first inform a member of staff and sign out. The ‘Visitor’s Book’ including the ‘Visitor’s Pass’ and ‘Visitors Information’ pamphlet can be located in the foyer.
- Ensuring visitors, including long term visitors, are never left alone with any children being educated and cared for. Visitors will be supervised by educators or staff members at all times
- Visitors are not allowed to leave with a child unless they are the approved person who has authority from the child’s parent to collect a child. Photo identification may be requested to confirm identity on pick up.
- Ensuring visitors have or obtain a Working with Children Check (WWCC) if required before being gaining entry to the centre <http://www.workingwithchildren.vic.gov.au/>
- Parents should also be aware of who they are opening the front door to in the mornings and evenings. If you do not recognize the person, please refrain from opening the door to them.

**Source:** Education and Care Services National Regulations 2011, National Quality Standard, Early Years Learning Framework

**Date Implemented:** 30/07/2012

**Review Completed:** 30/04/2019

**Schedule for Review:** 30/04/2020

**Authorised:** June 2019

National Quality Standard – NQS		
Quality Area 6: Collaborative Partnerships with Families and Communities		
6.2	Collaborative Partnerships	Collaborative partnerships enhance children’s inclusion, learning and wellbeing.
6.2.1	Transitions	Continuity of learning and transitions for each child are supported by sharing information and clarifying responsibilities.
6.2.2	Access and Participation	Effective partnerships support children's access, inclusion and participation in the program.
6.2.3	Community Engagement	The service builds relationships and engages with its community.
Education and Care Service National Regulations		
157	Access for parents	
164	Requirement for notice of new persons at residence	



165	Record of visitors
166	Children not to be alone with visitors
<b>Early Years Learning Framework</b>	
<b>Learning Outcome 2 - Children are Connected with and Contribute to their World</b>	
2.1	Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation

