

**EDUCATOR VISIT FORM**

**Educator’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HAFDC Consultant’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Arrival Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Departure Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address of Visit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Children in Care:** | **Educators Child/ren or Educators relative in care:** | **Children Absent:** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Visitors / Family Member’s present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **EDUCATOR COMPLIANCE FOLLOW UP FROM LAST VISIT:** | |
| **IMMEDIATE CONCERNS RECTIFIED:** | |
| **EDUCATOR ACTIVELY WORKING TOWARDS QUALIFICATIONS:**  **COMMENTS:** | |
| **FOCUS TOPIC OF THE MONTH:**  **Critical Reflection/ Embedded Practice/Partnerships with Families and Communities:** | |
| **TOPICS DISCUSSED/OBSERVED:** | **QUALITY AREA:** |
|  | **□** 1: Educational Program & Practice  □ 2: Children’s Health & Safety  □ 3: Physical Environment  □ 4: Staffing Arrangement  □ 5: Relationships with children  □ 6: Collaborative Relationship with Families  □ 7: Leadership & Service Management |
| **EDUCATOR GOALS:** | **NEXT REVIEW:** |
|  |  |
| **COMMITMENT LEVELS:**  Level 5 = 100%Level 4 = 80%Level 3 = 60%Level 2 = 40%Level 1 = 20%  **KITCHEN:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Clean food preparation area |  | Menu displayed (if using) |  | Rubbish bin covered |  | | Cupboards locked |  | Drinking water available |  | Alcoholic drinks out of sight & inaccessible |  | | Microwave/Bottle warming |  | Sink plugs out of reach |  | Oven/stove top child locked |  | | Fridge thermometer |  | Chemicals high & locked |  | Dishwasher childproof lock/switched off |  | | Lunch boxes/food stored correctly |  | Sharp objects inaccessible |  | General cleanliness (floors, sinks, benches) |  | | Food handling/safety up to date |  | First aid kit – easy to locate |  | Fire Blanket/Extinguisher |  | | Supervision – Can the children be seen? |  | Plastic wrap/bags inaccessible |  | Appliances out of reach |  | | |
| **BACKYARD:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Fencing – non scaleable Complies to Reg 104 |  | Appropriate Soft fall if equipment above 60cm |  | Trampolines well maintained – used as per trampoline checklist |  | | Gates locked or RA |  | Supervision |  | Swings well maintained – and used as per checklist |  | | Pets – out of day care area not accessessible or pet management plan in place |  | Toys in good condition |  | Cubby house – is it clean and are the children easily seen? |  | | Plants – non-poisonous |  | Bins - covered |  | BBQ gas bottle disconnected inaccessible |  | | Hats available and worn – consultant and educator |  | Sun smart app available/checked |  | Trailer/Caravan inaccessible |  | | Sunscreen applied |  | Sandpits clean & covered when not in use |  | Boats in accessible or risk minimisation available |  | | Sheds locked |  |  |  |  |  | | |
| **SLEEP AREAS:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Beds clean |  | Cot/Porta cot safety standards |  | Inaccessible bunks beds |  | | Sheets clean |  | SIDS – safe sleeping practised |  | Baby monitor used for separate sleep rooms (one per room) ALL AGES |  | | Curtain cords inaccessible |  | Sleep check available/used |  | Supervision |  | | Suitable temperature/ventilation |  | Cots well maintained/safe |  | Quick exit available – in emergency |  | | |
| **LAUNDRY/NAPPY CHANGE AREAS:**     |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Mouthed toys bucket available |  | **Laundry inaccessible** |  | Chemicals locked cupboard |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | NAPPY CHANGE TABLE |  |  |  |  |  | | Nappy procedure chart displayed |  |  |  |  |  | | Handwashing facilities available |  |  |  |  |  | | |
| **PLAY AREAS:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Toys cleaned |  | Clean and tidy |  | Natural light available |  | | Furniture secure |  | Table and chairs available (child appropriate) |  | Gym equipment inaccessible |  | |  |  | Supervision |  |  |  | | TV secured |  | Clean floors, carpets and mats |  |  |  | | Different cultures respected |  | Appropriate heating, cooling and ventilation |  |  |  | | |
| **BATHROOM:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Toilet cleaned/No blu loo/chemicals |  | Hot water checked/tepid/inaccessible |  | Sharp objects removed or locked |  | | Toilet training aids available |  | Bath Plug removed |  | Supervision |  | | Handwashing – stool for access, towels, soap available |  | Shower screen Safety glass |  | Cupboards locked/ Chemicals inaccessible |  | | Handwashing procedure display |  |  |  |  |  | | |
| **ALWAYS CHECK:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Sun smart Sun safe practices |  | Visitors Book |  | Correct Service Rating displayed |  | | WH&S checklist |  | ESI/Attendance record |  | General safety observed |  | | Safety check |  |  |  | Adequate supervision  Front Entrance locked |  | | Bushfire rating – VIC only |  | Prescribed Information and Contact information displayed |  | Water always available |  | | Fire safety Equipment accessible |  | Registration certificate displayed |  | Procedure charts (hand wash, nappy and CPR) |  | | Visible first aid kit  Power point plugs |  | Asthma/anaphylaxis displayed – EPI pen easily identified if applicable |  | Fire evacuation plan and procedure displayed at ALL exits used for FDC. |  | | |
| **EDUCATOR FEEDBACK / COMMENTS / QUESTIONS / FOLLOW-UP’S** | |
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| **EDUCATORS SIGNATURE:** |  |
| **HOLISTIC APPROACH FAMILY DAY CARE CONSULTANT’S SIGNATURE:** |  |

**Reviewed DECEMBER 2019**