

 **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 |  |

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| **BACKYARD:**

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| 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  |  |  |  |  |  |

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| **SLEEP AREAS:**

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| --- | --- | --- | --- | --- | --- |
| 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 |  |

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| **LAUNDRY/NAPPY CHANGE AREAS:**

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| Mouthed toys bucket available  |  | **Laundry inaccessible** |  | Chemicals locked cupboard |  |

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| NAPPY CHANGE TABLE |  |  |  |  |  |
| Nappy procedure chart displayed |  |  |  |  |  |
| Handwashing facilities available  |  |  |  |  |  |

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| **PLAY AREAS:**

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| --- | --- | --- | --- | --- | --- |
| 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  |  |  |  |

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| **BATHROOM:**

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| 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 |  |  |  |  |  |

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| **ALWAYS CHECK:**

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| 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 kitPower point plugs |  | Asthma/anaphylaxis displayed – EPI pen easily identified if applicable |  | Fire evacuation plan and procedure displayed at ALL exits used for FDC.  |  |

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| **EDUCATOR FEEDBACK / COMMENTS / QUESTIONS / FOLLOW-UP’S** |
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| **EDUCATORS SIGNATURE:** |  |
| **HOLISTIC APPROACH FAMILY DAY CARE CONSULTANT’S SIGNATURE:** |  |

**Reviewed DECEMBER 2019**