Access to Children Policy

Purpose
This policy outlines the requirements of staff and any adult working with students at the School under the Working with Children (Criminal Record Checking) Act 2004.

Policy
A child is defined as any person under the age of 18 years.

In compliance with the Working With Children (Criminal Record Checking) Act 2004, Treetops Montessori School requires all its staff, and any adult doing unsupervised volunteer work which brings them into contact with students, to have applied for a Working With Children (WWC) Card.

- The Principal is responsible for ensuring that all teachers are registered with the Teachers Registration Board of Western Australia (TRBWA) and that all staff have WWC clearance.
- All volunteers on camps and incursions are required to fill out a confidential declaration stating whether or not they have any criminal convictions or circumstances that might preclude them from working with children.
- All visitors to classrooms, including parents, who will be working with the children must sign the Administration’s visitors book.
• No child will be allowed to leave the school premises with any person who does not have the legal right to remove them. The school must receive consent from the custodial parent/guardian before allowing a child to leave the school premises with another adult. It is the responsibility of the classroom teacher to ensure that consent has been obtained.

• Older children will only be allowed to leave the school premises without adult supervision if the school has received written permission from the custodial parent/guardian and this has been lodged in the office.

• Access by non-custodial Parents: The school will allow access to students by Non-custodial parents only after receipt of written permission by the custodial parent/guardian. In the case of court orders limiting or denying access the school will be bound by such orders.