



<b>Policy Name</b>	<b>Access to Children Policy</b>
<b>Related Policies and Legislation</b>	Volunteering Within the School Policy & Procedure Working with Children (Criminal Record Checking) Act 2004 AISWA Guidelines - Family Law
<b>Policy Category</b>	Student Wellbeing & Safety
<b>Relevant Audience</b>	All Treetops Community
<b>Date of Issue / Last Revision</b>	22 April 2010 15 March 2013 08 September 2016 <b>23 March 2017</b>
<b>Date Set for Review</b>	<b>March 2020</b>
<b>Person/s Responsible for Review</b>	Treetops Administration

## **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 (excluding School parents) doing unsupervised volunteer work which brings them into contact with students, to hold a current 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.

- School Volunteers, who are regular Class volunteers or are on class Excursions, are required to fill out a confidential declaration stating that they understand the role and requirements of the task and stating whether or not they have any criminal convictions or circumstances that might preclude them from working with children. In addition, volunteers who attend overnight camps are required to complete a working with children check.
- 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, or in the event of an emergency due to pick-up a phone call to the office where the person may be verified as the parent/guardian or in such cases a note will be maintained by the office 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.