



Policy Name	Access to Children Policy
Related Policies and Legislation	Volunteering Within the School Policy & Procedure Working with Children (Criminal Record Checking) Act 2004 AISWA Guidelines - Family Law
Policy Category	Student Wellbeing & Safety
Relevant Audience	All Treetops Community
Date of Issue / Last Revision	22 April 2010 15 March 2013 08 September 2016 <b>16 September 2021</b>
Date Set for Review	<b>September 2024</b>
Person/s Responsible for Review	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, 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, so long as the parent is known to the school and unless a court order barring access has been provided to the school in advance of the non-custodial parent attending. If possible, the custodial parent will be contacted prior to any access occurring.