

2.17 ACCESS TO CHILDREN PROCEDURE

INTRODUCTION

To ensure the safety of all children on the premises, it is important to have a record kept of all visitors. Only authorised persons are to have access to the premises during operating hours.

PURPOSE

Lindfield Montessori School is committed to the safety and wellbeing of enrolled children.

Only custodial parents or persons authorised in writing by parents/legal guardians to collect children, will be able to take children from the premises.

The Nominated Supervisor or Responsible Person must ensure that any visitors attending the school, sign the visitors register, and are always supervised by staff when children are on the premises.

STRATEGIES

Lindfield Montessori School takes the responsibility of access to children seriously and endeavours to protect children following these practices:

- **Allowing of Access**

In the absence of any custody order, the Nominated Supervisor must ensure that any parent of an enrolled child can have access to their child at any time (within reason) the child is in the service, and can exchange information about the child with primary contact staff at mutually convenient times on an ongoing basis.

- **Visitors by Parents and Interested Public**

The Nominated Supervisor may elect to have interactive parental observations, or to allow the children to show their work and their preschool to their parents/grandparents.

Such visits are by prior arrangement and parents are asked to sign in prior to their visit. All visitors to the premises other than parents/guardians of currently enrolled children must sign in at the office before entering, providing details requested on the form provided.

All other observers must make an appointment at the school and are given a visiting time. This is communicated to the staff members by the Office Manager, Principal or teachers.

Permission must be sought from the Nominated Supervisor prior to the taking of photographs or filming within the school environment.

- **Denial of Access**

On occasion access will be denied when the safety of a child or children is at risk.

A person who has been forbidden by a court order from having contact with a child attending Lindfield Montessori School must not be given any information concerning the child and must not be allowed to enter the premises while the child is in attendance and must not be permitted to collect the child from the service.

The Nominated Supervisor must be notified immediately should this situation occur.

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
November 2021	Updated copy	September 2023