

# Hillside Preschool

## Access Policy

### Aim

To ensure the safety of the children in the care of Hillside Preschool, and the lawful access of children by Parents/Guardians.

### Legislative Requirements

Education and Care Services National Law Act 2010  
Education and Care Services National Regulation 2011  
National Quality Standards 2011

### Who is affected by this policy?

Staff  
Families  
Child  
Management

### Implementation

The Approved Provider/Nominated Supervisor or Certified Supervisor of an Education and Care Service must ensure that a parent of a child being educated and cared for by the Service may enter the Education and Care Service premises at any time that the child is being educated and cared for by the Service. Despite this regulation the Approved Provider/Nominated Supervisor or Certified Supervisor is not required to allow a parent to enter the Education and Care Service premises if:

- By permitting the parent's entry would pose a risk to the safety of the children and staff of the Education and Care Service or
- Conflict with any duty of the Approved Provider, Supervisor or Educator under the Law.

The Approved Provider/Nominated Supervisor of an Education and Care Service must ensure that a child who is being educated and cared for by the Service does not leave the Service premises. The child may only leave the relevant premises if the child:

- is given into the care of a Parent/Guardian, or
- an Authorised Nominee named in the child's enrolment record, or
- a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises, or
- leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee named in the child's enrolment record, or
- is taken on an excursion in accordance with the excursion policy and guidelines,
- requires medical, hospital or ambulance care or treatment, or
- because of another emergency,
- Staff must abide by the judicial decisions of the law (see family law policy). Staff must ensure that any parent not subject to an order can have access to his or her child at any time during the hours the child is at the Education and Care Service.

Information in regards to access will be updated on an ongoing basis at a mutually convenient time.

Any Parent/Guardian, that the Approved Provider/Nominated or Certified Supervisor knows to have been denied contact with a child by a court order affecting the custody or residence of, or contact with the child is excluded from **<insert centre name>** at all times.

The following will be implemented:

- The original court order affecting the custody residence of or contact will be sighted before restrictions are placed on the Parent/Guardian. A copy of the original will be taken and signed by both the Parent & Approved Provider/Nominated Supervisor. This will be kept in the child's file.
- Educators/Staff will be informed as soon as possible, this includes new, casual and volunteer staff.
- A Parent/Guardian denied contact with a court order would be requested to leave if he or she enters the Education and Care Service's grounds.
- If the non custodial Parent/Guardian refuses to leave the Service, the Police and Custodial Parent will be notified.
- The Educators/Staff will remove all children to an area where they will not be affected by the situation.
- If the Non Custodial Parent/Guardian becomes threatening or violent and/or tries to forcibly remove the child, Educators/Staff are not to interfere, the welfare of the Educators/Staff and Children are of the utmost importance.
- If the Non Custodial Parent leaves the Service, then details will be taken in regards to transport eg. make/model of vehicle, colour of vehicle, and registration number.
- Police, Department of Education and Communities & Custodial Parent are to be notified when the Non-Custodial Parent has left or as soon as possible.

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

## Sources

Education and Care Services National Law Act 2010  
Education and Care Services National Regulation 2011  
National Quality Standards 2011  
Family Court of Australia [www.familycourt.gov.au](http://www.familycourt.gov.au)

## Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed: August 2012**

**Date for next review: <August 2013**