



ACCESS ARRANGEMENT POLICY

Adopted by: Principal

Review date: 02/10/2023

Scheduled review date: 02/10/2024

POLICY CONTROL HISTORY

Date	Reviewed by:	Amendments/Reviews:
4/2/2021	Principal	Reviewed and included Child Safe Organisation Framework Principles
19/04/2021	Principal	Amended to include the procedures for Secondary School
02/10/2023	Principal	Emergency Contacts included 18 years of age to collect a student

SCOPE

This policy provides guidance for staff on how to support students and families with access arrangements or restrictions.

CHILD SAFE ORGANISATION FRAMEWORK

The following principles are support in this policy:

Principle 1: Leadership, Governance and culture support child safety and wellbeing

Principle 3: Families and communities are informed and involved in promoting child safety and wellbeing

Principle 7: Staff and volunteers are equipped with the knowledge skills and awareness to keep children and young people safe through on-going education and training

Principle 10: Policies and procedures document how the organisation is safe for children and young people.

APPLICATION

Parents are required to notify the College of any access arrangements or restrictions upon enrolment, or as they are changed / modified or introduced. Full court documents to be provided in regard to parenting responsibilities. Failure to disclose such information prevents the College from acting according to Family Court orders made in the best interest of the child. Parents are also required to notify the College of any family access disputes where no court order/legal documents are in place, to allow the College to act in the best interest of the child.

Information collected includes:

- With whom the child resides
- Type of contact with the other parent
- Day to day maintenance
- Special conditions
- Financial obligations i.e. who is paying for school requirements
- Emergency Contacts

The College will not place themselves in a position where it may be seen as favouring one parent, or enter into mediation with parents.

It is presumed that the parents can come to a workable arrangement, or agree on one in the Family Court, and will advise the College of the protocols for dealing with the child.

Parents must disclose information affecting the child, including:

- Contact or Access Order
- Residence Order
- Specific Issues Order (medical, educational)

PROCEDURE

A parent/carer or representative seeking access to a student must go via the Student Administration Office or Main Administration Office, as per the College protocols for visitors. A person who is seen walking around the grounds should be politely greeted by staff and directed to the Office. Should they not go to the Office, the staff member will send for assistance. They will remain with the person until assistance arrives.

Should a parent require access to their child, where there is no court order, the Primary School policy is whoever has dropped the child off at school will be responsible for collecting them unless prior arrangements have been made and the College is notified.

For Secondary School students, either parent or approved representative would be permitted to collect students from school unless there is a restriction in place through the Family Courts. Parents who are sending an approved representative should email the College identifying who will be collecting the student (for example: sibling or grandparent). The person who is collecting the student must be 18 years of age.

The Principal may refuse a person access to a student if s/he knows they do not have access to the student or if s/he considers the person to be a potential or actual risk to the physical or moral wellbeing of the student.

Being that separation and family breakdown is a very stressful and emotional time, the College would seek to sensitively deal with these matters yet, they will not permit estranged family members to access students at school and disrupt their school day.