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# Children on Site Policy

<b>APPROVED BY: RW Executive</b>	<b>REVIEW DATE: March 2018</b>
<b>APPROVAL DATE: May 2016</b>	<b>VERSION NUMBER: 2</b>
<b>FILE NUMBER: POL00913</b>	

**THIS POLICY APPLIES TO: Employees, Residents, and Visitors to RW Accommodation services**

## **1. Title**

This policy will be known as the Children on Site Policy.

## **2. Purpose**

The purpose of this policy is to detail procedures for child visitors to the Richmond Wellbeing residential sites. Children are identified as any person under the age of 18 years.

## **3. Introduction**

RW is not designed for access by children, so there are no specific safety features relevant to children on the premises and there is no area designed to cater for children's needs.

## **4. Policy**

RW recognises the value and rights of residents to have contact with their family, children and friends. Residents are encouraged to visit with their own children or child relatives / friends away from the RW residential sites in order to meet the children's needs for a suitable environment. On occasions when children do visit the site, the following procedures must be observed.

## **5. Procedure**

- Staff must be notified of a proposed visit.
- The Site Coordinator/Manager will assess the risk on a case by case basis.
- Children are only permitted to access common areas of the building.
- Children are not to negatively impact on other residents during their visit.

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- The Site Coordinator/Manager or his/her delegate will prohibit and/or terminate visits involving children in response to safety concerns regarding the child/children's wellbeing.
  - Children and visitors will be required to leave the RW site should a critical incident arise, irrespective of the incident being unrelated to the visitors.
  - Residents with supervised access orders must have access visits coordinated/supervised by Department of Child Protection.
  - The Site Coordinator/Manager or his/her delegate will document and report identified risk or harm to children to the Department of Child Protection.
  - In the event of an unplanned visit by children to the premises, the senior staff member will discuss nearby alternative child friendly locations for the visit and encourage the resident and visitors to utilise these.

## **6. Breach of Standards / Policy**

Breaches of the above procedures must be documented and reported to the Site Coordinator/Manager immediately.

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**Policy Context: This Policy Relates to**

<b>Applicable Standards or other external obligations</b>	QIC Community and Health Services Standards
<b>Applicable Legislation or other requirements</b>	
<b>Applicable Contractual Obligation</b>	

**Review by Consumer Family Reference Group**

<b>POLICY VERSION</b>	<b>APPROVED / REVIEWED</b>	<b>COMMENTS</b>

<b>POLICY VERSION</b>	<b>APPROVED / REVIEWED</b>	<b>COMMENTS</b>
Version 1	June 2013	
Version 2	May 2016	