



Children on Sites Policy and Procedure

Children on Sites Policy and Procedure V3

Policy/Procedure Number:	POL-109
Policy Name:	Children on Sites Policy and Procedure
Policy Area:	Operations/ Residential
Policy Owner:	Executive Manager Operations

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.

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.

SCOPE

This policy and procedure applies to all employees, consumers and visitors to Richmond Wellbeing Accommodation Services.

POLICY STATEMENT

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.

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.
- 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.

BREACH OF STANDARDS/ POLICY

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

SUPPORTING INFORMATION

National Standards for Mental Health Services

QIC Health and Community Services Standards

REVIEW TIMEFRAME AND RESPONSIBILITY

Date of effect:	June 2013
Review Period	3 Years
Next review date:	January 2023
Prepared by:	Executive Manager Operations
Preparation date:	January 2020
Reviewed by:	Executive Manager Operations
Reviewed by Consumer and Family Reference Group:	n/a
Review date:	January 2020
Approved by:	CEO
Approval date:	January 2020