

POLICY STATEMENT

Mallee COGS will provide equal access to all families and children who request care (in accordance with the Commonwealth Priority of Access Guidelines) and will ensure the safety and care of children in the Service. It will protect the custodial rights of parents. Other members of the community, professionals and students may be provided access to the Service where it enhances the quality of the program, protects the welfare and rights of children and staff, and provides training and experience to students and workers within the children's services field.

For the purpose of this Policy, "Parents" include parents, guardians and families.

Rationale:

Equality of access to the Service to all parties in compliance with the legislation, regulations and children's care requirements.

Children need:

- A safe, environment
- Equal access to the Service.

Parents need:

- Access to their children
- Access to staff re children's participation;
- Custodial rights to be protected
- Access to child's records
- Confidentiality maintained.

Staff need:

- A safe work environment
- Controlled interruptions to ensure a child's program is not negatively influenced
- Access to union representative
- Equal employment opportunity.

Mallee COGS Management needs:

- Access to records to fulfil management tasks
- Confidentiality respected.

Other Relevant Policies/Procedures:

Access to Mallee COGS procedure – 2.03.01

Policy Name and Version No.	Access to Mallee COGS Policy V1.2
Previous Policy Review Date	August 2013
Current Policy Review Date and Resolution No.	April 2018 – 03/0418
Next Policy Review Date	April 2020
Responsibility	COGS Administration Coordinator