



Non Custodial Parent Procedure 519

PURPOSES

To ensure the safety of all students within the school.

To ensure access to students is restricted to parents or caregivers who have the legal rights to do so.

Procedures

- Custodial Parents have access to their children, while they are at school.
- In cases where there are custody issues, such as protection or court orders, the school requires clear instructions in writing as to who can have access. Any such instructions are the responsibility of the parents or Social Workers (or any other appropriate parties dealing with the orders) to provide.
- Any custody, court or protection orders in place must be sighted by the Principal.
- Clear instructions applying to such child/children will be filed in the office and be available to staff dealing with any situation where access may be questioned. (File to be kept in the filing cabinet in Principal's office) All teaching staff are to be notified of the details and implications of the order at the earliest opportunity after it has been received.
- A change in circumstances regarding any custody, court or protection order requires the above four steps to be reactivated.
- This information will be updated as circumstances change.
- Staff members will err on the side of caution and if in any doubt they are refer any inquiries to the Principal or senior management.
- No information regarding child or children will be given to any person other than caregivers or those officially entitled to receive it. e.g. phone numbers, address, etc.

More information is available in the attached two articles from STA; Vital facts for schools when dealing with separated parents and Rights of Parents who do not have day-to-day care of their child. June 2014

<http://www.raineycollins.co.nz/your-resources/articles/vital-facts-for-schools-when-dealing-with-separated-parents/>