

**CUSTODY**

**PROCEDURE**

**RATIONALE:**

Children require protection under legal custody arrangements. It is the school’s duty to ensure this is provided.

**GUIDELINES:**

1. The school needs to be informed of any custody issues surrounding particular children.
2. Parents who approach staff members with custody information need to be asked to notify the office so that an appropriate record can be made on the files. This information is then relayed to the staff concerned with the pastoral care of the pupil.
3. Copies of custodial orders must be provided to the Principal for filing so as the school has the necessary documentation to back up any action it may need to take.
4. Staff are not to enter into any discussion with non-custodial parents/family members. They need to refer any enquiries to the Principal.
5. Staff with concerns regarding any aspect of custody should briefly note these down and pass to the Principal.

# NON-CUSTODIAL PARENTS

**PROVIDING SCHOOL WITH COURT ORDERS**

Parents will be responsible for providing the school with any court orders affecting a parent’s right of access to records or contact with their children. Parents are encouraged to notify the school of any change in circumstances at home, or of any Family Court Orders, so the school is aware of who has the right to have the child in their care at any particular time.

**NON-CUSTODIAL PARENTS’ ACCESS TO STUDENT RECORDS**

Upon request, non-custodial parents shall be entitled to exercise all parental rights regarding student records, unless restricted by law or court order.

**NON-CUSTODIAL PARENTS’ PARTICIPATION IN TEACHER CONFERENCES AND RIGHT TO OBTAIN GENERAL NOTICES**.

Unless restricted by law or court order:

* Non-custodial parents shall have the same right as custodial parents to attend regularly scheduled teacher conferences, and to obtain copies of records of conferences unless the non-custodial parent is restricted by law or court order.
* Separate teacher conferences for divorced or separated parents can be arranged on request.
* Non-custodial parents shall have the same rights as custodial parents in obtaining general school notices.

**RELEASE OF CHILDREN**

Where this school is informed that a Protection Order is in place, the school will make arrangements with the custodial parent to ensure that any child named in the Protection Order is released only to the custodial parents during or after the school day, unless the custodial parent has granted permission for the child to be released to someone else. If the school believes that a non-custodial parent is at the school in breach of a Protection order, the school will make every effort to contact the custodial parent to clarify the terms of the order. If the non-custodial parent should not be at the school, the child will not be released to him/her, and the school will contact the police.

**Review Responsibility: *Office Manager, DP & Principal***

**Date Confirmed: 14 February 2017**

**Principal: …………………………………………………………………**