



DEALING WITH NON-CUSTODIAL PARENTS POLICY

NAG 5

RATIONALE

Our School is required to deal with increasingly complex family arrangements often involving legal access issues. Staff need to be informed of such issues and be given explicit direction on whom to communicate with and how.

PURPOSES

1. To keep children safe.
2. To ensure school staff operate within the law and comply with the fair and reasonable requests of parents/caregivers.
3. To ensure the School has up-to-date information on students' living arrangements for contact and support.

PROCEDURES:

1. At enrolment parents and caregivers are asked to
 - (a) Provide evidence (Birth Certificate or Passport) of a child's legal status
 - (b) To clarify contact details when special arrangements exist.
2. At enrolment parents and caregivers are asked to provide any legal documentation which may pertain to access or custodial arrangements for students.
3. Parents and Caregivers will be asked through the School newsletter to update the School when living arrangements of children change.
4. The status of Agencies that have responsibility for students must be explicitly stated in writing and filed in the individual student's file.
5. Students can only be enrolled under their legal name as written on their birth certificate or passport.

Approval

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 26 August, 2013

Signed on behalf of, and with the authority of the Board

_____ on _____ (Date)
Board Chairperson

Due for Review: _____ (Date)

Reviewed Date: _____ Signed for B.O.T. _____