



Kindergarten

Dunedin Rudolf Steiner

Learning with head, heart and hands

Custodial and Non-custodial Parent policy

A number of students at the Kindergarten may live in a situation where one parent is not living at the permanent address of the student. The Kindergarten will endeavor to ensure that non custodial parents will feel welcome and included by the Kindergarten. In addition the Kindergarten will be mindful of any custody arrangements affecting any of its students.

1. On enrolment

Custodial arrangement will be recorded. These may include court orders on supervised access, orders on contact, and protection orders. Copies of relevant paperwork will be supplied to the Kindergarten by the parent. Parents will be advised of the need to update these immediately should circumstances change. Kindergarten reports and other relevant correspondence will be provided to both parents. Parents will note on the enrolment form if there are other adults who are authorised to collect a child (changes to this can be made on a form at the office).

2. Six monthly update of information

The Kindergarten requests parents or caregivers to provide confirmation that details held about the student are still current. This includes any custody matters.

3. Protection Orders

Staff are to be informed by parents of any restrictions to access. A photograph of the restricted person will be requested. The Kindergarten will then work with the custodial parent or caregiver to ensure that the child is only released to the custodial parents, or someone authorised by the custodial parent to collect the child.

In the event of a non custodial parent arriving at the Kindergarten, when there is a protection order or order for supervised contact in place, the custodial parent will be contacted by the office to establish whether access should be still be denied.

- The non custodial parent will be asked to leave.
- If a child is removed by a non custodial parent the police and the custodial parent will be notified immediately

Records collected under this procedure will be kept for the time the students remain at the Kindergarten.

4. Non custodial parent's access to student records and general notices

In cases of shared custody all information about the child's learning and progress will be supplied to both parents. If specific information is requested by one parent, a copy of the same information will be supplied to the other parent.

Staff (teaching and support) will not engage in conversations with one parent about the other's care of and interactions with the child. In cases where staff are concerned about the child's health and well-being this will be brought to the attention of the Kindergarten Head Teacher who will take appropriate action. This may include:-

- A meeting with both parents
- Contact with the health nurse
- Contact or referral to Oranga Tamariki
- Contact with the child court appointed counsel
- Contacting police.

Staff will comply with requests from the child's court appointed lawyer regarding matters pertaining to the child. In cases where no lawyer has been appointed information supplied to parents will be about the child's progress, achievement and wellbeing and will be given to all parties.

All information supplied to outside agencies will be sighted by the Kindergarten Head Teacher.

Teacher meetings - non-custodial parents have the same right as custodial parents to attend scheduled parent teacher meetings and Kindergarten activities. Separate meetings for non-custodial parents may be arranged on request.

5. Authorisation to pick up a child

Kindergarten parents provide written confirmation to the teachers of people who are authorised to pick up their child. Kindergarten staff will follow this advice. In addition, parents are asked to write on the drop off sheet who will collect their child at the end of the day.

See "Dropping at off and collecting children from Kindergarten" procedure

Signed: Karene Wharaka

Designation: Props Chair

Dated: 4 / 12 / 23

Review Date: / /