

Non-custodial and Custodial Parent Procedure

A number of students at the school may be in a situation where one parent is not living at the permanent address of the student. The school will endeavor to ensure that non custodial parents will feel welcome and included by the school. In addition the school 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 on relevant paperwork will be supplied to the school by the parent. Parents will be advised of the need to update these immediately should circumstances change. School reports and other relevant correspondence will be provided to both parents.

2. Six monthly update of information

The school 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 school will then work with the custodial parent or caregiver to ensure that the child is only released to the custodial parents, or someone authorized by the custodial parent to collect the child.

In the event of a non custodial parent arriving at the school, 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 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 remains at the school.

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 Principal 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
- Contact 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 well being and will be given to all parties.

All information supplied to outside agencies will be sighted by the Principal.

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

Signed: Designation:

Dated: ____/____/____ Review Date: ____/____/____