



## **RATIONALE**

Schools are often confronted with issues relating to custody of students. Although such issues may be emotionally charged, the school will manage custody related issues in accordance with the law.

## **AIMS**

- To develop and implement clear and responsible processes for managing custody related issues at the school level.
- To clearly articulate the school's processes regarding management of custody issues to parents and any other relevant persons.

## **IMPLEMENTATION**

- Parents or guardians are required to complete and sign accurate enrolment forms for children for whom they have custody.
- Enrolments must be accompanied by birth certificates or similar which validate a student's name and date of birth.
- The school will only enrol a child under the name provided on the birth certificate, or on a more recent legally recognised document.
- Any custody issues are to be declared and supported by legal documentation. Copies will be kept in the student's individual file, the Legal Documents file (held in the safe room) and entered as an Access Alert on CASES 21 database.
- The Principal will be responsible for ensuring that the school complies with all Family Court Orders or other legal documents relating to custody.
- Unless current court orders or legal documents dictate otherwise, the school will assume a default position that both natural parents have equal access to enrolled students.
- Unless current court orders or legal documents dictate otherwise, both natural parents will have access to all information, appointments and events provided by the school. Where a second copy of specific information is requested, e.g. school report, parents must arrange this through the school administration.
- Legal documentation must be supplied to support any claimed custody restrictions. The school will not implement restrictions until such documents have been sighted, copied and filed.
- Any person whose access has been restricted, and who seeks information or access in breach of this at school or at any school activity, will be directed immediately to the Principal.
- The Principal will make immediate contact with police if any person refuses to comply with court orders and/or lawful instructions.
- The Principal will report any breach of custody restriction to the person who has legal custody of the child.

## **EVALUATION**

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in April 2008