

**FARM COVE INTERMEDIATE SCHOOL
ACCESS AND GUARDIANSHIP
NAG 5 - POLICY**

RATIONALE

Schools have a responsibility to take all reasonable steps to provide parents with information regarding their child's progress at school.
(Section 77 Education Act 1989)

PURPOSES

- To establish clear guidelines to follow where guardianship and/or custody is an issue for the school especially in cases of access and reporting to parents.
- To establish procedures which ensure the rights of parents and/or guardians are protected. (Guardianship Act 1968)
- To ensure the best interests of the child are always our top priority.

GUIDELINES

Information regarding custody and guardianship will be sought on enrolment.

- Full legal documentation will be required in cases where access by one or both parents is limited or denied altogether.
- Where requested by parent/guardian separate reports, newsletters, other relevant information will be posted to the non- custodial parent unless a court order dictates otherwise.
- Where requested separate parent interview times for both parents/guardians will be made available.
- Students will only be released from school to the custodial parent under normal school procedure which requires a written note and the child to be collected by the parent.
- Access to a student during the school day by a non-custodial parent will only be in exceptional circumstances and only when accompanied by:
 - a) a written and/or verbal consent of the custodial parent and/or
 - b) a signed and dated court order to that effect.
- Private mail addressed to the child will be forwarded to the principal and the custodial parent contacted to give approval for dealing with said correspondence.
- Where the school is requested to give information regarding a child's progress for use in court or any related hearing the best interests of the child will take precedence and a brief basic, factual account in writing of the child's progress at school will be provided to both parties.
- Any verbal contact between school and social workers or lawyers will only take place after identity and purpose has been verified (Privacy Act 1993)

and an accurate record of the conversation including time and date will be kept by the school.

- Where appropriate counsel for the student will be informed of any communication regarding the child.
- In the event of members of the police or social worker wishing to remove a student from the school, a warrant will be required along with evidence of identify. (Section 39.67.40 Children, Young Persons and their Families Act 1989)
- Parents/guardians will be responsible for keeping the school up to date with any relevant information regarding custodial and guardianship status.
- All usual school procedures for absences, consent forms, homework diaries, class trips, donations, performers in schools, etc. will be applied to students in “separated situations” and the custodial parent/guardian will be the schools major point of contact.
- All parents/guardians who are involved with separation or custodial and/or access arrangements will be informed of the policy.
- When a child has been made a ward of the court, Section 9 and 9A of the Guardianship Act 1989, the school will apply all the above guidelines to the nominated guardian/s within the context of the court order.

APPROVED

BoT:

Principal:

REVIEW: Static