

ST JOSEPH'S SCHOOL NON CUSTODIAL PARENTS PROCEDURE



At St Joseph's School we acknowledge that Catholic education, centred on a daily encounter with Jesus, is part of a life long process leading to a full and rewarding life.

The following guidelines are provided as a means of dealing with the potentially delicate matter of custody arrangements of students enrolled at St Joseph's School.

GUIDELINES

1. Full details of custody and access is required at the time of enrolment and noted on the school enrolment form. Details are noted in the Student Management System under "Sensitive".
2. Where possible, a photo or at least a full description of the non-custodial parent should be available if a protection order is in place.
3. Parents will be prompted annually via the school newsletter to advise the school of changes to emergency details, phone numbers, addresses, health issues and custody. Beyond this, the onus is on parents to keep the school fully informed.
4. Teachers and support staff will be informed of custody arrangements where they exist. Staff will ensure Privacy Act requirements are adhered to.
5. Where requested, student reports and school newsletters will be sent to non-custodial parents.
6. Signs will advise all visitors to the school to report to the office.
7. In the event of an adult who doesn't have access or custody rights coming to pick up a child -
 - i) The school will act to protect the child and ensure the safety of all others.
 - ii) If the adult comes to the class, the principal should be sent for immediately. If possible the adult should be sent to the office. Someone from the management team should be called for if the principal is unavailable.
 - iii) The student may be sent to a place of safety such as the office or a neighbouring classroom.
 - iv) The principal or teacher may deny this adult access until verification from the custodial parent is sought. If this cannot be confirmed then access will not be given. In some circumstances the police may be called.
 - v) A written record of events will be maintained and any events reported to staff and Board.
8. If necessary, any relieving teachers will also be made aware of the school procedure in the event of a non-custodial adult arriving.

Procedure Adoption: November 2021

Next Review Date: 2024