

## NON-CUSTODIAL PARENT ACCESS PROCEDURES

### Refer also: Privacy Policy

Legal guardians have a right to be involved in all significant matters affecting their child's upbringing, unless those rights have been overruled by a Court Order. The school must comply with all legal requirements. Non-custodial parents sometimes visit the school requesting access to their children, or information regarding them. *The welfare of the child is the most important consideration, and all decisions made by the school will reflect this.* These guidelines outline the school's obligations and the procedures to be followed.

### GUIDELINES

1. Names of legal guardians/caregivers will be recorded at enrolment.
2. Unless legally informed in writing, the school expects that both guardians will have co-equal and co-existent rights to access/disclosure of information provided the office is informed and provided access does not negatively affect the student's education.
3. Legal guardians are entitled to the following information:
  - a. oral/written reports of pupil progress
  - b. sighting of all official records
  - c. regarding activities/opportunities arising within the school (trips, newsletter, assemblies, camps, etc)
4. Copies of Protection Orders defining custody/access rights will be held in the office and noted on the students file on school master.
5. All concerns about guardianship should be directed to the Principal.
6. Where the Principal has reasonable doubt about the validity of custodial rights, the person who has legal custody of the child will be asked to verify the status of that person.
7. Where a Court Order exists, the child will only be released into the care of the custodial caregiver.
8. The Principal will decide if a child is to have contact with the non-custodial guardian within the school environment, and whether such contact will be supervised by a staff member.
9. Police, CYPS and solicitors representing students will have access to any child, providing they have the necessary identification and authorization.
10. Where a lawyer has been appointed for a child, the school will deal directly with that person for guidance regarding access.
11. Where a child is under the care of CYFS, or is the subject of a Court Order, only the Principal, Deputy Principal or AP will furnish any information concerning the child to the non-custodial guardian or Court Official. Any parents who wish access students under the custody of CYFS will be referred to CYFS.
12. The school will refrain from making judgments about guardians, or becoming involved in their problems.