

GUIDELINES FOR DEALING WITH CUSTODIAL AND NON-CUSTODIAL PARENTS/CAREGIVERS/ADULTS

RATIONALE:

The Board of Trustees is required to ensure that procedures are in place which maintains the safety of students.

PURPOSE:

To ensure that only legislative persons have access to students.

GUIDELINES:

1. Persons requesting access to students during school hours or while under the school's supervision (eg trips, camps) will be screened to ascertain:
 - (a) Relationship to student
 - (b) Legality of access
 - (c) Degree of urgency
 - (d) Reason for request of access.
2. In cases where the person requesting access is *not* the custodial parent or caregiver, contact must be made with the student's custodial parent or caregiver for approval.
3. Student safety is paramount. If the school has any concerns about access by another person, it will either
 - (a) deny access, or
 - (b) provide access, subject to a senior staff member or Guidance Counsellor being present. If during the access time, there is concern by the staff member about the nature of the meeting, the meeting will be terminated and the visitor asked to leave. The custodial parent/caregiver will be notified.
4. The College will attempt to maintain an up-to-date student database with custodial and parent/caregiver access information. The information will be gathered at time of enrolment and updated from parent/caregiver input.
5. The school will consult with the Ministry of Education, NZ Police, and/or a lawyer where any legal doubt exists.

REVIEW: These guidelines shall be reviewed according to the BOT's triennial programme of self review (2013)

DATE REVIEWED: