

## Custody Restrictions Policy

### Rationale:

From time to time, custody and access restrictions apply to some students attending Beaconsfield Primary School. While such situations are sometimes emotionally charged, the school will manage custody related issues with sensitivity, compassion and in accordance with the well-being of our children.

### Aims:

- To develop and implement clear and responsible processes for managing custody related issues at a school level.
- To clearly articulate the school's processes relating to the management of custody issues to parents.

### Implementation:

Parents or guardians are required to:

- Complete and sign accurate enrolment forms for children for whom they have custody.
- Accompany enrolment forms with Birth Certificates or similar that proves a student's name and birth date.
- Declare any custody issues and supporting legal documentation – which will be photocopied and retained at the school office. The teacher and leadership will be notified and the red folder will be updated accordingly informing them of any custody issues.

The school will:

- Only enrol a child under the name provided on a Birth Certificate or a more recent legally recognised document.
- **Assume a default position that both natural parents have equal access to enrolled students unless current Court Orders or legal documents dictate otherwise.**
- Allow access to school reports, newsletters, parent interviews, and their children at school to both natural parents unless Court Orders or similar legal documents dictate otherwise.
- Not allow parents or guardians who claim custody restrictions but fail to provide documentation, to have their requests met until such time as supporting documentation is provided.
- Immediately direct parents/guardians who have restricted access to students, and whose presence at school or requests for information, etc are in breach of Court Orders or similar legal documents to leave the school.
- Contact the Police immediately if people refuse to comply with the Principal's lawful instructions or to obey Court Orders or similar.
- Report any breaches of custody restrictions to the parent who has legal custody of the child via the Principal.
- Comply with all Family Court Orders or similar legal documents relating to custody. Where these orders are unclear or contradictory, legal advice may be sought from the Department Legal team.

Teachers :

- Must read student personal details, and know their students with custody restrictions.
- Are encouraged to discuss custody restrictions of their students with the Principal or Assistant Principal for further details.

School Name / Department Beaconsfield Primary School		Policy name Custody Restrictions Policy	
Owner: Gary Methven	Approved by:	Date: May 2017	Page 1 of 2