

**POLICY: CUSTODIAL & NON-CUSTODIAL PARENTS/ CAREGIVERS/ ADULTS**

**Rationale**

To ensure the access to students during school hours or while students are under the schools supervision (eg. trips, camps, etc) is screened to ascertain

- Relationship to student
- Legality of access
- Degree of urgency
- Reason for request of access

**Purpose**

Student safety is paramount.

**Guidelines**

1. All visitors to the school must report to Front Reception and/or Student Reception.
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:
  - Deny access, or
  - 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 student enrolment form provides the official names of parents/caregivers/relatives and emergency contacts.
5. The school will maintain an up-to-date student database with custodial and parent/caregiver access information. The information will be gathered at the time of enrolment and updated from parent/caregiver input. It will be reviewed at the start of each year.
6. The school will consult with the Ministry of Education, NZ Police, and/or a lawyer where any legal doubt exists.

REVIEW: This policy will be reviewed according to the Board of Trustees’ triennial Programme of self-review 2021

DATE CONFIRMED: 26 June 2018