

## **MODBURY SOUTH PRIMARY SCHOOL**

### **ACCESS/CUSTODY POLICY as at April 2010**

#### **1. VISION**

- 1.1. Students are safe at school and are not allowed to leave school with an unauthorised person.
- 1.2. Parents are confident that their children will be safe at school.
- 1.3. Staff are confident to manage the collection of students by parents/caregivers.

#### **2. ACTION**

- 2.1. Parents are entitled to joint custody of their children unless a court has ordered otherwise.
- 2.2. On enrolment, access and custody information will be requested and noted. This information will be shared with the class teacher and other staff members as necessary ie TRT.
- 2.3. If the class teacher is uneasy about the person who is collecting a student, he/she should ask the parent to wait until the front office has been contacted to check details, meanwhile keeping the child safely at school.
- 2.4. The teacher should explain that his/her actions are following DECS guidelines.
- 2.5. The Principal/Counsellor may also be contacted at this time.
- 2.6. It is important to be aware that in some cases, custody has been applied for but not granted. Discretion will need to be exercised and staff are advised to contact the Principal/Counsellor for support.
- 2.7. Any concerns should be discussed with the Parent before the student is released.
- 2.8. Information regarding custody and release will be recorded in the TRT folder.
- 2.9. Teachers will reinforce that students are not to leave school grounds with anyone but their custodial care givers or authorised persons.

#### **3. REVIEW**

- 3.1. Should an incident occur, all aspects of the situation will be reviewed with all stakeholders.

**Ratified by Governing Council at its meeting on 3<sup>rd</sup> August, 2010**