



POLICY: **Non-custodial & Separated Parents**

Link: HS8

Rationale & Objectives:

To ensure children are safe and access to information of children's learning is available to parents unless a court order prohibits this.

Procedures:

**Collection of children**

- On the enrolment form, parents/guardians are required to list the names of people who are allowed to collect the child.
- If a parent is not allowed contact with a child, court orders must be sighted, and a copy held on sight before the child starts at Lumsden Kindergarten.
- If circumstances change re parental access, the centre is to be kept fully informed and new information recorded on the enrolment form.
- If a parent has a court order prohibiting them from collecting a child from Lumsden Kindergarten, kaiako are to calmly explain to the parent that they are not allowed to release the child. If the parent insists then someone from the team will call 111.
- If a child is under Oranga Tamariki they need to be called as well and speak to the child's case worker.

**Sharing Learning & Development of Child**

- Every attempt will be made to ensure separated parents have equal access to information about their child's learning and development.
- Community newsletters will be made available to all parents to access through various communication methods.

Philosophy: *'trusting relationships'*

Policy Developed: June 2017

Reviewed: June 2018, July 2019, August 2020, Sept 2021, Dec 2022