



CUSTODY ISSUES POLICY

Basic Beliefs

At Berwick Lodge Primary School, we are often confronted with issues relating to custody of students. While issues are often emotionally charged, we believe that it is the best interests of the student and the school to manage custody issues in accordance with the law.

Goals

- 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.

Guidelines

- Parents or guardians are required to complete and sign accurate enrolment forms for children for whom they have custody.
- Enrolments must be accompanied by Birth Certificates or similar that proves a student's name and birth date.
- The school will only enrol a child under the name provided on a Birth Certificate or more recent legally recognised document that details a name change, such as an officially amended birth certificate, proof of adoption or a court order authorising another name.
- Any custody issues are to be declared, and supported by legal documentation – which will be photocopied and retained on the student's individual file.
- The principal will be responsible for ensuring that the school complies with all Family Court Orders or similar legal documents relating to custody.
- The school will assume a default position that both birth parents have equal access to enrolled students unless current court orders or legal documents dictate otherwise.
- Both birth parents will have access to school reports, newsletters, parent interviews, and their children at school unless court orders or similar legal documents dictate otherwise.
- Parents or guardians who claim custody restrictions but fail to provide documentation will not have their requests met until such time as supporting documentation is provided.
- People who have restricted access to students, and whose presence at school or requests for information are in breach of court orders or similar legal documents will be directed immediately to the principal.
- The police will be contacted immediately if people refuse to comply with the principal's lawful instructions or to obey court orders or similar.

- Any breaches of custody restrictions will be reported by the principal to the parent who legally looks after the child.

Responsibility for Implementation

The Leadership Team, in conjunction with the Administration and Teaching Staff will be responsible for the implementation and continuous monitoring of the policy.

Date Passed by School Council

The Custody Issues Policy was passed by School Council on 17th March 2025.

Proposed Date of Review

The School Wellbeing Sub-Committee of School Council will be responsible for co-ordinating and planning the review of the Custody Issues Policy under the auspices of School Council. The review period will be 3 years from the policy being passed by School Council.