

**PARENTING / GUARDIANSHIP ORDERS
PROCEDURE****RATIONALE**

A Parenting/Guardianship Order means:

Parenting: The person or persons responsible for the day to day care of a child.

Natural Guardians: A child's parents are the natural guardians.

Appointed Guardians: Family Court appointed guardian.

Access: The Court Orders determine who can have access to the child.

Orders can vary from parents sharing day to day care equally to one having day to day care most of the time or all of the time. It can also include day to day care during holidays and for special occasions like birthdays. It can also determine who can have access to the child.

PURPOSE:

To comply with the conditions of a Parenting /Guardianship Order.

PROCEDURE:

1. Parents, caregivers and guardians are to provide a certified copy of the Parenting/Guardianship Order on enrolment or where practical as soon after a Parenting/Guardianship Order has been granted by the Courts.
2. On receipt of the Parenting/Guardianship Order the school office will record applicable non-contact information on the school Student SMS. The school office will also maintain a non-contact register.
3. The school office will notify the Pastoral Committee, Director of Boarding and House Parent (if applicable) that a Parenting/Guardianship Order is in place.
4. Only the person/s recorded as authorised by the Parenting/Guardianship Order is to have information/access to the student. No other person is to have information/access to the student without the explicit authorisation of the Order holder.
5. Should a person who is recorded as a non-authorised contact phone, email or in person request information or access to the student staff should:
 - Decline the request
 - Contact the Order holder (if the request is by phone or email)
 - Contact the Order holder and the NZ Police if the non-contact will not leave the site

This procedure was issued by the Principal July 2021.

This procedure will be reviewed on / before July 2024.

PRINCIPAL

8 July 2021
DATE