

Littledean C of E Primary School

Parental Responsibility Policy

'People with time for Children'

We at Littledean C of E Primary School need to know who has 'Parental Responsibility' (PR) for each child in their care. This is to ensure that proper authority is given when the setting needs parental permission. It will make sure that anyone with parental responsibility regardless of whether they live with their child, can be provided with any reports and given an opportunity to be involved in the child's care and education. Persons who have parental responsibility automatically are:

- Mothers always have parental responsibility
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them
- For children born after 1st December 2003, unmarried fathers have parental responsibility where the mother and father register the birth of the child together ie., if the name of the father is on the birth certificate.

There may be situations when other people also have Parental Responsibility for your child. For example, where the court orders that the child shall reside with a named person, that person gains parental responsibility. Adoptive parents of an adopted child also have parental responsibility for them. In these circumstances there will be an order from the court specifying who has Parental Responsibility.

If your child is in the care of the Local Authority under an order from the court, then the Local Authority will also have PR for them. In this case, we will need to know the name of your child's Social Worker.

Littledean C of E Primary School is required to record on the admission register details, for each child in their care, of:

- every parent
- person with Parental Responsibility
- details of the person(s) with whom the child lives
- at least one telephone number where one of those persons can be contacted in the case of an emergency.

Parents cannot lose their PR nor can it be "handed over" to a new partner. The only circumstance when a parent no longer has PR is when an Adoption Order is made by the court. We have legal responsibility to involve anyone who has PR in your child's care and education, regardless of whether this is your wish. The only exception is when the police or Children's Social Services tell us that a particular individual poses a risk, therefore should not have access to information.

In order for Littledean C of E Primary School to know who has PR for your child, we will need to see a copy of his/her birth certificate. In the event that any other person has PR for your child, we will also need to see a copy of the court order specifying this.

Court Orders

The School also need to be informed of any legal orders relating to your child. For example, there may be a 'Residence Order' in place which states that your child must live with you, or there may be a 'Contact Order' in place which specified when your child's

other parent sees them. If your child is the subject of any of these orders, we will need to see the original document to make sure we have all relevant information.

As already stated, there may be occasions when a court order is made preventing a person from having access to any information on your child, or contact with them. If this is the case, we must see a copy of the order. A solicitor's letter will not be sufficient.

Registration Documentation

Documentation for every child in the setting should clearly state WHO has parental responsibility for the child and who lives with the child. That parent should inform us of any change to consent in collecting the child.

If both parents are together at the time of registering the child for the setting, the setting will assume that both parents will be listed on the child's records as being authorized to collect the child from the setting.

If a non-resident parent turns up to collect a child unannounced, the following procedure will be followed:

- The child's records will be checked to see if the parent is on the list of persons authorised to collect the child.
- If the parent is not on the list authorised to collect the child, the parent will be asked for identification if (s)he is unknown to the setting.
- Once the identity of the parent has been established (or if already known) the child will be kept in the setting until the resident parent has been contacted and permission established for the unannounced parent to leave with the child.
- If the resident parent does not give permission for the child to leave with the unannounced parent, the resident parent will be asked to collect the child themselves or arrange for an authorized person to collect the child.
- If the unannounced parent is not willing to leave the setting without the child, the staff will contact the Police for further assistance.
- The resident parent may be asked to resolve the situation before returning the child to the setting.

Change of circumstances

If there are any changes in circumstances (ie parental separation) after the registration document has been completed, The School needs to be notified. Both parents will be asked to meet with a staff member to complete a new registration document for the child and provide up to date contact details.

Littledean C of E Primary School does not accept that members of staff should be subjected to verbal abuse or physical violence of any nature. The School will encourage Police intervention and offer support to staff that have suffered mental and/or physical trauma. Any assault on a member of staff will be treated extremely seriously and may result in criminal charges being brought.

Written – September 2017

Approval by Full Governing Body: 28th November 2017