



**TEMPLETON**  
MELBOURNE, AUSTRALIA

# Custody

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## Rationale

Schools maybe confronted with issues relating to custody of students. The school will manage custody related issues with sensitivity and in accordance with the law.

## Aims

To develop and implement clear and responsible processes for managing custody related issues at a school level.

To articulate the school's processes relating to the management of custody issues to parents.

## Implementation

- 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 prove 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
- Any custody issues are to be declared and supported by legal documentation – which will be photocopied and retained on the student's confidential file which will be updated when circumstances change
- The Principal will be responsible for ensuring that the school complies with all Family Court Orders relating to custody

- The school will assume a default position that both natural parents have equal access to enrolled students unless current court orders dictate otherwise
- Both natural parents will have access to school reports, newsletters, parent interviews, and their children at school unless court orders 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 are in breach of court orders 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
- Any breaches of custody restrictions will be reported by the Principal to the parent who normally looks after the child
- In cases involving custody restrictions, it is incumbent upon the custodial parent to provide written instructions should any change to daily routines be required.

## **Evaluation**

This policy will be reviewed in accordance with the school's three-year review cycle.

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Last ratified by School Council in May 2022