



## SECTION 2

### MANAGEMENT POLICIES

#### 2.2 Child Custody and Access Policy

**Aim:**

1. To provide optimal safety for children and act in the best interest for each individual child whilst within the legal framework.

**Process:**

1. Parents must notify the Centre of any custodial or non access issues of their child's enrolment form.

2. The Director must sight, take a copy and place in the child's file any court orders in relation to child custody.

3. Parents must notify the Centre of any changes relating to custody and access.

4. The Centre will ensure confidentiality of information at all times.

5. Information requested by a third party regarding child custody and access will be dealt with by the Director. The Director will:

- Notify the custodial parent
- Provide only factual information if no court order exists

6. Information requested by legal representatives regarding custodial matters will be dealt with by the Director. The Director will:

- Verify the request
- Not accept custodial information requests over the phone, the request must be in writing.
- Notify the custodial parent
- Keep a copy in the child's file of the written request
- Provide only factual information

7. Contact requests with children by non custodial parents will be dealt with by the Director. The Director will:

- Notify the custodial parent
- Act in the best interest of the child
- Deny access if a court order exists

8. In the event of an attempted removal of a child, the Director or Acting Director will:

- Advise that no access has been granted to remove the child
- Notify the police
- Contact the custodial parent
- Only release the child if the situation becomes a threat to other children and/or staff.

9. The Director will ensure that all staff be aware of any children with custody/ access issues.

Staff will be shown the 'Child Custody/Access' folder with the child's photo and an explanation of any custody/access issues as part of induction. This folder will be kept in the Director's office.

**Relates to Quality Area 2: Childs Health and Safety**, standards 2.3, National law section 167, National Regulations 84, 161

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Date of Implementation: July 2013

Date of next review: Currently under review