

CUSTODIAL CARE POLICY

Goal

To ensure the safety of all children at our Kura we need to be aware of any personal circumstances of pupils that may need support and/or attention.

Guidelines

1. Any information provided by parents/caregivers regarding child custody/access/protection issues will be recorded on the Kura Management System.
2. Parents/Caregivers will be informed of the need to ensure that all kaimahi are aware of custody issues and circumstances of individual children or, whānau.
3. Should there be any changes to these circumstances the information will be removed at the parents' request from the files.
4. At all times kaimahi will consider the safety of children as a priority. If a situation arises whereby kaiako believe children are at risk, members of the Management Team are authorised to contact the Police and/or Oranga Tamariki for support and advice.
5. If a child is left at Kura without prior arrangement and for a long period of time kaimahi will attempt to contact parents or the emergency contact people listed on the Kura records by telephone or by visiting the child's home. If contact is not made and kaimahi are concerned, advice may be sought from local Whanau Whānui members or Te Rōpū Kaitiaki.
6. Should the Police, Oranga tamariki or the Public Health Nurse seek to meet with a child the Tumuaki (or most senior kaimahi member) will endeavour to ensure the whānau has been contacted and informed. The kura will ensure children are supported in these meetings unless requested not to by the child and/or whānau.
7. In the event of an emergency as a result of injury every effort will be made to contact Whānau members. In the event that the Kura is not able to contact Whanau the Kura will ensure that the child receives the most appropriate medical care and that all relevant information is documented and passed onto parents as soon as possible following the event.
8. All events and actions pertaining to the above are to be documented. In the event of the absence of the Tumuaki this information is to be passed on as soon as possible. This information will be retained on the Kura Management System.
9. On enrolment and annually thereafter, parental information and consent will be sought regarding custodial issues. However, it is still the responsibility of whānau to ensure the kura is informed of any changes in personal and whānau details and/or care circumstances.

Evaluation

Policy formulated 2002

Reviewed every two years. Most recent review: 2018.

Next recommended review: 2020