



Mount Eden Normal

PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

POLICY

ACCESS TO STUDENTS

Rationale

In accordance with National Administration Guideline 5 and the relevant legislative requirements of the Education Act (1989), The Board of Trustees has a duty to keep students safe while at school. In order to help ensure this, contact between students and non-school personnel must be supervised and managed with due diligence, and confidentiality of information relating to students maintained.

Purpose

1. To protect the safety and rights of students, parents and caregivers
2. To ensure school practices and procedures are consistent with legislative requirements relating to access to pupils

Requirements

1. Confidential details of parents, caregivers and family members and any custody and access provisions relating to students, when made known to the school, will be recorded on a student's records. The school will take all reasonable steps to make staff aware of such custody arrangements as appropriate in order to ensure no unauthorized access is granted to students. Such information will be confidential in accordance with the Privacy Act 1993.
2. It is the responsibility of the parent/caregiver to inform the school of custody and access rights/restrictions or other court orders that may limit access to students.

3. Clear procedures will be maintained for ensuring that visitors to the school are identified by staff.
4. Clear procedures will be maintained for ensuring that students are not released into the care of individuals who are not authorised, and contact made with the Primary Caregiver to advise them of any attempted breach of access restrictions.
5. Entitled personnel (other than the parent/caregiver) may have reasonable contact with students within the terms of a written agreement, Court Order or school procedure. Entitled personnel include (but not restricted to) Police Officers, Children and Young Person's Social worker, Health Nurse, Lawyer appointed by the court.
6. Entitled personnel must produce identification and evidence to the Principal (or delegate) to confirm that they are authorised to interview/take custody of a student or documents relating to them.
7. The Principal or delegated staff member may elect to stay with the student during approved interviews to provide support and security and should do so if the student requests it.
8. Except for occasional parent and school agreed "appointments", students may not leave the school grounds within school hours without direct authorization from a member or members of the Senior Leadership Team.

Conclusion

Access to students will be restricted to school staff, caregivers and appropriate organisations who are legally permitted to have direct contact with students and access to their records as applicable.

Signed: Fleur Longley, Chairperson

Policy review details

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