

Procedure for Access to and Uplifting students from

St Columba's Catholic School (NAG 5)

Rationale:

St. Columba's School will ensure the safety of students in and out of the school during school hours by following the "Procedures for Access to and Uplifting students from St. Columba's School".

Procedure:

Based on information on Enrolment Form

A School Enrolment Form must be completed in full for every student. The form must be signed by the caregiver (this gives permission for the school to request and forward student records.)

If a student has come from overseas, a copy of their passport details is held on file.

Caregivers are asked to list non-custodial parents on the enrolment form and indicate whether access is allowed. If they indicate No Access, copies of custody and court orders are required on file.

Uplifting of Students from School during School hours

All visitors to the school are required to report to the office and sign the in and out register. Teachers will not release a student without a note from the School Office.

Students may only be uplifted from school by persons named on the enrolment form.

If any person who is not listed on the enrolment form during school hours arrives at school to pick up a student, the student will not be released into their care unless the matter can be cleared with a phone call and contact with the main caregivers by Principal, Deputy Principal or Office Manager.

If a student brings a note to school indicating they are being picked up by someone not on the enrolment form, the office phones the main caregiver to verify the note.

If a child is uplifted from school by a non-custodial parent who presents a new Court Order the school verifies the order (with court or named solicitor) and informs the Caregiver on the enrolment form of the situation. The school is bound to follow the instructions of the court.

Student Information is not shared with any agencies or organisations without informing the Caregivers.

Exception to this is **CYPFS** workers may request relevant information pursuant to Section 66 of the Children, Young Persons and Their Families Act 1989.

Any agencies or organisations visiting students at school or students leaving school for appointments, Caregivers need to give authorisation to the Office Manager or Principal.

All details regarding students uplifted from school are recorded in the Register at the Office.

Visits to Students at School

All visitors must report to the school office.

Generally visitors do not go to the classroom unless previously organised with teacher.

Visitors must be named on enrolment form – otherwise permission for them to speak with the student must be obtained from the caregiver.

Office staff telephone the class of the student being visited. The visitor speaks to the student at the office.

- If a teacher has a difficult situation to deal with i.e. adult at classroom door to collect child unheralded, then calmly suggest the correct procedure to the adult i.e. go to the Office and see the Principal.
- Staff needing clarification on any issues concerning the above please refer to the Principal, Deputy Principal or Office Manager.
- It is not any staff members' responsibility to physically stop any adult from removing a student.
- Whenever a student leaves the school grounds during school time, they must be signed out at the office.

Approved by the Board of Trustees 2015

Chairperson:
Elaine Fernandes