



# PARENTAL RESPONSIBILITY POLICY

## AIM

To ensure that all parents with Parental responsibility for a child in our care are able to access the relevant information about their child.

### **Genetic parents:**

A mother and a father who are married at the time of the child's birth have automatic parental responsibility.

According to the Adoption and Children Act 2002, as of 1<sup>st</sup> December 2003, an unmarried father who is named on the child's birth certificate will also have parental responsibility.

Parental responsibility is retained even if the parents are no longer together or married.

The only exception to this would be if there is a Court Order stating that the Parent no longer has Parental responsibility for their child.

### **Step parents or Guardians:**

A step parent or guardian will only have parental responsibility if they have a legal document proving that they have parental responsibility.

### **Registration Documentation in Pre-school**

Documentation for every child in the setting should clearly state who has parental responsibility for the child and who the resident parent for the child is. That parent should inform us of any change to consent in collecting the child.

If both parents are together at the time of registering the child for the setting, the setting will assume that both parents will be listed on the child's records as being authorised to collect the child from the setting.

New Millside Pre-school will endeavour to ensure that both parents receive information from us about the setting and about their child's progress.

### **If a non-resident parent turns up to collect a child unannounced, the following procedure will be followed:**

The child's records will be checked to see if the parent is on the list of persons authorised to collect the child. If the parent is not on the list the child will not be released.

Once the identity of the parent has been established (or if already known) the child will be kept in the setting until the resident parent has been contacted and permission established for the unannounced parent to leave with the child.

If the resident parent does not give permission for the child to leave with the unannounced parent, the resident parent will be asked to collect the child themselves or arrange for an authorised person to collect the child.

If the unannounced parent is not willing to leave the setting without the child, the staff will contact the Police for further assistance.

The resident parent may be asked to resolve the situation before returning the child to the setting.

New Millside Pre-school does not accept that members of staff should be subjected to verbal abuse or physical violence of any nature. New Millside Pre-school will encourage Police intervention and offer support to staff that have suffered mental and/or physical trauma. Any assault on a member of staff will be treated extremely seriously and may result in criminal charges being brought.