



## ST MICHAEL & ALL ANGELS C. E. (FOUNDATION) PRIMARY AND PRE-SCHOOL

### Guidance Notes for Data Collection and Parental Responsibility

Some of these important points are taken from Safeguarding Serious Case Reviews:-

- One of the three emergency contacts must **not** live at the same address as the child, and should be for example a close family friend or grandparent that we would contact in case of an emergency, who can check all is well at the family home if your child is not in school.
- Emergency contacts should all be able to collect your child from school e.g. are allowed access to your child and know any passwords in place for your child, are mobile and are able to get to school.
- Emergency contacts should be somebody who your child is happy to be collected by, and knows them well enough to do so and can cater for their needs.
- Please inform us of temporary changes to emergency contacts such as a family member being away on holiday or people working away from home if this is not usual - this affects our ability to make contact in an emergency. It is imperative that you tell us and also make your child to provide security for them.
- All absences should be reported daily by 9:30am as we will ring the emergency contacts to check you and your child/children are safe. If we fail to make contact we, or the Education Welfare Officer, will then make a house visit and if we still fail to make contact we will contact the Police or Social Care to carry out a welfare check. This is in line with Calderdale's First Day Calling Procedure.
- We ask that parents to keep us updated with any changes to details as soon as possible e.g. a new phone number or change to parental responsibility to avoid problems in an emergency.
- Anybody with parental responsibility must be included as a contact.

**Respect. Resilience. Responsibility. Confidence. Co-operation. Compassion.**

*Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go. – Joshua 1:9*

## Who has Parental Responsibility (PR)?

Parental responsibility means someone who has all the rights, duties, powers, responsibilities and authority that a parent has in relation to a child (therefore includes someone who is the appointed legal guardian). Under education law a parent includes:

- All natural (biological) parents, whether they are married or not.
- Any person who has parental responsibility for a child or young person (this could be a step-parent, guardian or other relative).
- Any person who has care of a child or young person.

## Parental Responsibility (PR)

It can be a very delicate area for some families. Everyone who is a parent, as defined under education law (whether they are the resident parent or not) has a right to participate in decisions about a child's education and receive information about a child.

Personal correspondence (not general school communications) is sent to all those with parental responsibility. On the Data Collection Form there are 4 priority contacts. Anybody with parental responsibility must be included. At least one of the 4 priority contacts must not live with the child. If one of those with parental responsibility is unable to collect in an emergency i.e. because they do not live in close proximity to school, then this person must be listed as priority 4.

## Authorised restrictions

All parents will be treated equally unless there is an authorised restriction on parental responsibility. Authorised restrictions on parental responsibility generally would involve a court order, which school need to have seen evidence of and be kept up to date of any changes.

There are also other kinds of prohibitive orders specific to the family situations; again we should see proof of these specific details. Sometimes external agencies, such as the police, contact school to update us on such restrictions.

We continue to urge parents to work and communicate together, as many do currently regarding their children's education, especially attending parents evening together (unless for example, there is an exceptional reason such as an authorised restriction in place).

***If you would like further clarification regarding parental responsibility or if you wish to speak to Mrs Berry or Mrs Westby regarding any sensitivities surrounding this matter please do let us know, we absolutely want to support families wherever we can.***