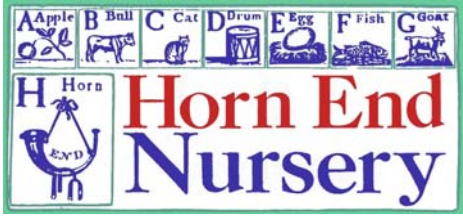


Parental Responsibility Policy



It is our aim to ensure that a child's interests will be held as paramount in the event of a family breakdown. We aim to act as an impartial body, and to provide both biological parents with consistent information whilst remaining impartial.

Procedure

Where we have a relationship with both parents we will ensure that all communication and records are duplicated such records are to include daily report sheets, assessments, and monthly activity records. We will ensure that all legislation relating to parental access is complied with, and will check this with LEA, child development worker and NDNA and Social services if necessary.

In the event of a parental dispute, and contact being denied to a parent, we will establish relevant details including:

- Application form, including accuracy of information, and signature (update as required) key worker will be informed and all records will be amended
- Child's permanent address
- Persons authorised to collect the child

In extreme circumstances where a child is at risk of being abducted the door code will be changed

We will require a solicitor's letter to verify if a parent is to be denied access.

A solicitor's letter will be required to reverse this process; admission forms will be updated to include accurate information.