

# Parental Responsibility Policy

Our main duty is to act for the children in our care. At the very start of a child's registration with The Green Umbrella Day Nursery, we need to know who has Parental Responsibility for that child. This is to ensure that we can get the appropriate authority when the nursery needs parental permission, to ensure that the parent has an opportunity to be involved in the child's care and education and to ensure that the collection of that child is authorised by at least one of the parents/carers.

Persons who have Parental Responsibility automatically are:

- Mothers
- Fathers when married to the Mother at the time of the child's birth
- For children born after 1<sup>st</sup> December 2003, unmarried fathers have Parental Responsibility when the Mother and Father register the birth of the child together i.e. the father's name is on the birth certificate.

Parental Responsibility may also be given in the following situations;

- Named person – Court Orders that specify that the child shall reside with the named person.
- Adoptive Parents – Court Order specifying who has Parental Responsibility
- Local Authority – Court Order specifying the Local Authority has Parental Responsibility.

In order for us to know who has Parental Responsibility, we will always request to see the child's original birth certificate and take and hold a copy for our files from the time of registration at nursery. In the event that any other named person has Parental Responsibility, we will also request to see an original copy of the Court Order specifying this.

## **Separating/Divorcing Parents**

The nursery will need to know basic information about the arrangements that the parents/carers have made for their children under these circumstances. We ask that you agree these arrangements with one another and inform the nursery as soon as possible of agreements made. We require these arrangements to be written and signed by both parents.

If there is a disagreement about these arrangements, the nursery will not be able to decide these arrangements for you. We will assume that if a person with Parental Responsibility arrives at the nursery, they are entitled to information on their child and they can collect the child from nursery should they wish.

The only occasion where the nursery can deny a person with Parental Responsibility access to their child is when we have a copy of a Court Order which specifies such limitations. For example, there may be a Residence Order in place which states that your child must live with you, or there may be a Contact Order which specifies when

your child's other parent sees them. If your child is subject to any of these Orders, we will need to see the original Order to make sure we have all the relevant information. A solicitor's letter will not be sufficient.

In unusual circumstances where one parent has requested the nursery not to allow access to the other parent for fear of harm to the child and a Court Order has not yet been granted, the nursery requires that the child is kept at home on such an occasion to ensure the safety of that child. This is due to the nursery not having any legal rights to deny a parent access to their child.

Please visit

<http://www.cafcass.gov.uk/PDF/FINAL%20web%20version%20251108.pdf> - a guide for separating parents for further information on the needs of your child during separation/divorce.

**Other related documents: Collection of Child Policy**

**All policy documents are subject to regular review.  
This policy was reviewed: February 2012**