



POLICY 7210  
**RELEASING PUPILS TO CUSTODIAL CARE**

Adopted: 2000-01-25	Reviewed: n/a	Amended: 2011-11-01
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**POLICY**

SUBJECT: **RELEASING PUPILS TO CUSTODIAL CARE**

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It is the policy of the Board of Education that pupils are only released from schools into the custody of their legal guardians, or into the custody of other persons with the written permission of the parents or legal guardians.



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**REGULATIONS**

SUBJECT: **RELEASING PUPILS TO CUSTODIAL CARE**

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**General**

1. Schools must record in their registers the name(s) of the parent or legal guardians of pupils.
2. The principal, or teacher in charge, should be certain of the identity of any person requesting release of a pupil from school. If a pupil is to be released to any individual other than the legal parent or guardian the school should obtain the following information:
  - a) Parental contact should be made if at all possible to verify the custody of the child.
  - b) Name and verification of the person taking custody.
  - c) The reason for custody.
  - d) Where the child will be, including address and phone number.
  - e) Ensure that the child understands where they are to go and that they know and feel safe with the person given custody.