

Little Oaks Day Nursery

Parental Responsibility Verification Procedure

This procedure is intended to support staff in determining which adults have parental responsibility for children attending Little Oaks Day Nursery.

Definition

Parental responsibility is where the adult is responsible for the care and well-being of a child and can make decisions in areas such as:

- Food
- Clothing
- Education
- Home
- Treatment

Who has parental responsibility?

A married couple who have a child together automatically have parental responsibility for the child. Parental responsibility continues after divorce.

Mothers automatically have parental responsibility. Where parents are not married, the unmarried father automatically has parental responsibility if;

- The birth is registered after 1st December 2003 and the fathers name is registered on the birth certificate;
- The father later marries the mother
- Both parents have signed an authorised parental responsibility agreement;
- The father obtains an authorised parental responsibility order from the court;
- The father obtains a residence order from the court;
- The father becomes the child's legal guardian.

Other adults such as grandparents and stepparents do not have parental responsibility. They can acquire it by;

- Being appointed as a guardian to care for a child if their parent dies;
- Obtaining a residence order from a court for a child to live with them;
- Adopting the child.

Procedure

To determine who has parental responsibility for the children attending the nursery, this procedure will be followed when the paperwork for new children is completed. Parents will complete a Parental Responsibility Verification sheet and will be requested to produce the child's full birth certificate. The birth certificate will be copied and attached to the sheet. The nursery will request, and keep a copy on file of, any court orders giving parental

responsibility to any other adults, including unmarried fathers. The information detailed above will be shared with parents to aid them in determining who has parental responsibility if needed. Parents will be advised that a court order will need to be produced for parental responsibility to be withdrawn from the individual. Adults who do not have parental responsibility for the child will not be permitted to make decisions about a child whilst that child is in the care of the nursery.