**SCHOOL-BASED SAFETY PLAN**

***Instructions***: A Safety Plan should be created for student survivors of domestic violence where the abuser is not to have contact with the student. The below Plan should be completed with the custodial parent, the student (age/maturity permitting), the DV caseworker if the family is receiving services from a DV provider, and the school staff member who will serve as the family’s point of contact.

**Information about the Student:**

Name of Student:

Grade and class:

Teacher(s) (If the student is in high school,  
use the student’s guidance counselor):

Name of Custodial Parent:

Tel. and Email for Custodial Parent:

**Information about School-Based Staff Member who is the Family’s Point of Contact**:

School staff member who is the Point of Contact:

Title:

Tel. and Email:

The designated point of contact must treat the family’s circumstances with sensitivity and discretion, assist the family with the school-related matters, and serve as the primary point of contact for the custodial parent. The student should also be told who the school point of contact is and that the student can go to the point of contact if they are not feeling safe.

**Contact Information for Other Authorized People:**

Identify the people allowed to pick up the student from school other than the custodial parent:

Identify the people who should be contacted in case of an emergency if the custodial parent is not available:

Name:

Relationship to Student:

Tel:

Name:

Relationship to Student:

Contact Information:

**Names of Person(s) NOT ALLOWED CONTACT with the Student:**

***Under no circumstances should school contact the person(s) identified below. They are NOT allowed to pick up the student from school. The school should NOT contact them in the event of an emergency.***

Name:

Relationship to Student:

Name:

Relationship to Student:

**If the Abuser Comes to the School Building:**

1. ***The student should not be released to the abuser listed in #4.***
2. The school’s point of contact for the family should immediately be notified (see #2).
3. The school’s point of contact must immediately contact custodial parent.
4. If there is an order of protection, school must immediately contact the police.

Order of Protection: YES NO

1. Student should be escorted to a safe space in the school building and not be left alone until the abuser leaves or the custodial parent comes to the school to pick-up her/his child.

Identify location of the safe space:

**If someone other than the custodial parent tries to pick up the student from school…**

* Check Blue Card and Safety Plan (see #3) to see if the custodial parent has authorized this person to pick up the student.
* Check the Safety Plan (see #4) to make sure that the person is not the abuser. If it is, see #5 (If the Abuser Comes to the School Building above).
* If the person is not on Blue Card or Safety Plan, the school’s point of contact (see # 2) should immediately contact custodial parent to determine whether releasing the student to the person is safe.
* If the school is unable to reach parent, the school’s point of contact should contact the emergency contacts listed under #3 to determine whether it is safe to release the student to this person.

**If the Abuser Requests Access to the Student’s Records:**

1. If the abuser is not a parent or the child’s legal guardian, they cannot get access to the student’s records without the parent’s consent. If the abuser is a parent, the school’s point of contact listed under #2 above must inform the custodial parent of the request in writing before sharing any information. A Sample Notice can be found as Attachment No. 2 [here](https://www.schools.nyc.gov/docs/default-source/default-document-library/a-820-english).
2. The custodial parent must be given 45 days to give the school a copy of an order of protection or other document limiting the abuser’s access to the student’s records. If an order of protection has already been provided to the school, staff should review it to see if it limits the abuser’s access to the student’s school records.
3. If the custodial parent does not give the school such documentation, the school may release the student’s records. The school’s point of contact, listed under #2 above, should notify the custodial parent that the records will be released before the school does so.

**If the Student is Coming from Outside of NYC:** If the student was last enrolled outside of New York City and the abuser still has contact with the previous school attended, the NYC school should designate someone within the DOE but outside of the school building (for example, Superintendent’s Office or the [STH Regional Manager](https://www.schools.nyc.gov/school-life/special-situations/students-in-temporary-housing)) to request and receive the school records to minimize the chances that the abuser can locate where the student is now enrolled.

***The school will give a copy of the completed Safety Plan to the custodial parent.***