



## **Policy on the Communication with Parents and/or Guardians**

### **Purpose**

This policy outlines how staff will communicate with parents and/or guardians of students registered with the Disability & Learning Support Service (DLSS).

### **Scope**

This policy applies to all students registered with the DLSS and their parents and /or guardians

### **Policy Statement**

The DLSS welcomes initial contact from parents and/or guardians of students interested in studying in DCU, especially when negotiating the CAO Supplementary Admissions Route.

Once the Semester begins, and your son/daughter has registered with the DLSS we are unable to disclose student information to you without the permission of your son/daughter.

Information about individual conditions or support provision will not be disclosed to, or discussed with, any individual outside the University – including a parent or guardian without the consent of the student.

### **Roles and Responsibilities**

A Student will need to give their consent to the DLSS in writing in order for us to communicate with a parent and/or guardian.

### **Related Documentation**

The DLSS is also duty bound by Dublin City University's *Contact with Third Parties University Policy*, which can be viewed [here](#)

## Contacts

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## Policy Review

This policy will be reviewed annually.

## Version Control

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