



DLSS Policy on Communications 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 Policy](#).

Contact

Any queries in relation to this policy should be made to the following unit.



Disability & Learning Support Service
Room CG28
Henry Grattan Building

Email: disability.service@dcu.ie

Telephone: (01) 700 5927

Policy Review

This policy will be reviewed by the Head of the Disability & Learning Support Service every three years, or as when required.

Accessible Version:

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Version Control

Document Name	DLSS Policy on Communications with Parents and / or Guardians	
Version Reference	V3.0	
Owner	Head of DLSS	
Approved by	Head of DLSS	
Date	10th Decembr 2020	