



Collecting Children Procedure

POLICY

1. Purpose

To ensure schools have procedures in place for the safe collection of students from school, both during and after normal school hours.

The following steps outline the procedure that all adults must follow when collecting children from the classroom before the end of the school day. All children must be collected from the Office.

2. Guidelines

Principals must ensure parents/guardians are:

- aware of the procedures to collect students during school hours
- advised of the school's supervision times after school while students wait to be collected.

2.1 This table describes how schools should manage a request for a student to be collected from school during school hours.

| Who | Description |
|--------|---|
| Parent | May collect their child from school or authorise a relative or friend to collect their child. |
| School | <ul style="list-style-type: none">• Must only allow students to be collected by their parents (subject to any specific court orders) or by a person who has been authorised by the parents to pick up their child.• If the authorised person collecting the student is not known to the school, verification of identity using suitable photo identification (such as a driver's licence) must be sighted by school personnel. |

Schools must record the details of when a student has been collected early from school including the:

- date and time
- reason for the collection
- person who received the child (including this person's signature).

Person collecting the child must:

- Go to the office and fill in the sign out book
- The Office will then contact the classroom and ask for the child to be sent to the Office.
- If an adult goes directly to the classroom, they must be directed back to the Office so that they can sign out the child. The Office will then contact the classroom requesting that the child be sent to the Office. In this way staff can be assured that the correct procedure and requirements have been followed and met.

2.3 After School Hours

This table describes how schools should manage a student who is normally collected from school but is still at school beyond normal collection time, particularly primary students.

| Stage | Who | Description |
|-------|--------|--|
| 1 | School | Attempt to contact: <ul style="list-style-type: none">• the parents• the emergency contact person identified in the school records• other known contacts. |
| 2 | School | Consider contacting the police or Department of Human Services to arrange care and protection if: <ul style="list-style-type: none">• all reasonable attempts to locate the appropriate responsible adults, as per Stage 1 above, fail• it is well beyond reasonable collection time. |
| 3 | School | Leave details of the student's whereabouts with the school office. |
| 4 | School | If possible, leave details of the student's whereabouts with friends of the student or next door neighbours. |

4. Evaluation

- This policy will be reviewed as part of the policy review cycle

This policy was last ratified by School Council on....

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