

Collection of Students Policy

St Albans East Primary School



Date: November 2015

Rationale	Parents are responsible for the collection of students from school or a school activity. It is the principal's responsibility to ensure parents/guardians are aware of the procedures to collect students during school hours, are advised of the school's supervision times after school and where students wait to be collected.
Aim	<ul style="list-style-type: none">• To ensure the school has a procedure in place for the safe collection of students from school, both during and after school hours.• To ensure that St Albans East Primary School complies with DET policy and guidelines and the legislative requirements of the <i>Education and Training Reform Act 2006</i>.
Implementation	<p><u>During School Hours</u></p> <ul style="list-style-type: none">• Parents have the right to collect their child from school or authorise a relative or friend to collect their child during school hours.• The school will only allow students to be collected by their parents (subject to any specific Court Orders) or by an authorised person.• If the authorised person collecting the child is not known to the school, verification of identity using a suitable photo identification must be sighted by school personnel.• The school will record the details of when a student has been collected early from school including the date and time, reason for collection and the person who received the child (including this person's signature)• This form will be retained in line with the General Retention and Disposal Authority for School Records - Section 3.4.1(b) Parents Approval for Student Attendance. <p><u>After School Hours</u></p> <ul style="list-style-type: none">• If a child who is normally collected from school is still present after the normal collection time, the school will attempt to contact the parent/guardian, emergency contact or other known contacts.• If the school conducts an Out-of-Hours Program, the student will be placed in temporary care of the supervisor whilst all endeavours to contact a responsible person are made.• If all else fails and after a reasonable time has elapsed, the school will contact the police or Department of Human Service to arrange care and protection.• Please refer to the school's <i>Yard Duty Policy</i>.
Evaluation	This policy will be reviewed as part of the school's three- year review cycle.
Review Year	2018