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

- 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 *Education and Training Reform Act 2006*.

Implementation

During School Hours

- 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.

After School Hours

- 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 *Yard Duty Policy*.

Evaluation

This policy will be reviewed as part of the school’s three-year review cycle.

Review Year

2018