

## COLLECTION OF CHILDREN POLICY

### Rationale

- Parents/carers are responsible for the collection of children from school or a school activity.
- Principals must ensure parents/carers are aware of the procedures to collect children during school hours and are advised of the school's supervision times after school while children wait to be collected.

### Purpose

- To ensure the school has procedures in place for the safe collection of children from school, both during and after normal school hours.
- To ensure Tarneit Rise Primary School complies with DET policy and guidelines and the legislative requirements of the *Education and Training Reform Act 2006*.
- To ensure the school complies with Child Safe Standards 1, 2 and 6.

### Implementation

- The safety and wellbeing of children is our highest priority.

#### During School Hours

- Parents/carers have the right to collect their children from school or authorise a relative or friend to collect their child during school hours.
- The school will only allow children to be collected by their parents/carers (subject to any specific Court Orders) or by a person who has been authorised by the parents/carers to do so.
- If the authorised person collecting the children is not known to the school, verification of identity using suitable photo identification (such as a driver's licence) must be sighted.
- The school will record the details of when a child has been collected early from school including the date and time, reason for the 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 normal collection time, the school will attempt to contact the parent/carer, emergency contact or other known contacts.
- If all reasonable attempts to locate the appropriate responsible adult fail and it is well beyond a reasonable collection time, the school will contact the police or Department of Health & Human Services (DHHS) to arrange care and protection.
- The school will leave details of the child's whereabouts at the school office and if possible, with neighbours or other contacts.
- Please refer also to the school's *Duty of Care Policy*, the *Yard Duty/ On-Site Supervision Policy*, the *School Hours Policy* and the Child Safe Standards.

### Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update early July 2017).

<u>Ratification</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number</u>	<u>Date Produced</u>
Oct 2018	2021	20	2	September 2017