

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 Department of Education and Training (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 and recorded in Compass.
- 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

After School Hours

- All children who enrol at Tarneit Rise Primary School must also enrol in the Out-of-School-Hours-Care (OSHC) program so in case of an unforeseen circumstance, or emergency, care can be provided through this program.
- Children are to be collected from school at 3:10 pm. If a child who is normally collected from school is still present after 3.30pm, the school will attempt to contact the parent/carer.
- If all reasonable attempts to locate the appropriate responsible adult fail, children who are not collected by 3.30pm will be taken to OSHC program at the expense of the parent/carer and the school may 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 listed emergency 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>
July 2018	2021	20	2	September 2017

Reference:

www.education.vic.gov.au/school/principals/spag/safety/pages/studentcollection.aspx