

Student Collection Policy

The school has the following procedures in place for the safe collection of students from school, both during and after normal school hours:

During school hours

This table describes how schools should manage a request for a student to be collected from school during school hours, particularly primary students.

| Who | Description |
|--------|--|
| Parent | Collect their child from school or authorise a relative or friend to collect their child by completing a Student Early Collection Form. |
| School | 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. |
| School | 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. |
| School | Schools must record the details of when a student has been collected early from school including the: <ul style="list-style-type: none"> - date and time - reason for the collection - person who received the child (including this person's signature). |

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 |

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| | | <ul style="list-style-type: none"> - other known contacts. |
| 2 | School | <p>Consider contacting the police or Department of Human Services to arrange care and protection if:</p> <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. |