



## COLLECTION OF STUDENTS POLICY

### Policy & Guidance

- Schools must ensure only a parent/carer or authorised person can collect a child from school during school hours.
- Schools must record the details relating to collection of a student during school hours.
- Where a student is considered to be sufficiently mature to leave the school grounds independently (for example secondary students) they can do so with a valid reason and the knowledge and consent of their parents/carers.
- Schools have a duty of care to ensure the safe collection of students from school or a school activity.

### Purpose

- The purpose of this policy is to ensure Footscray North Primary School has in place appropriate procedures:
  - for the safe collection of students during normal school hours and
  - to manage situations in which the students are not collected at the normal collection time, without notice from the parent/carer

### Implementation

- The safety and wellbeing of children is a high priority.
- The school will:
  - have procedures in place for the safe collection of students from school, both during and after normal school hours
  - ensure parents/carers are aware of the procedures to collect students during school hours and are advised of the school's supervision times after school while students wait to be collected

Note: Parents are responsible for the collection of students from school.

### During school hours

The following describes how we will manage a request for a student to be collected from school during school hours.

**Parents/Carers must** collect their child from school, or authorise a relative or friend to collect their child.

The school will:

- 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 — 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
- record the details of when a student has been collected early from school including the:
  - date and time
  - reason for the collection
  - person who received the child (including this person's signature)

The sample [Student Early Collection form](#) (login required) can be used for this purpose.

The Principal will:

- ensure all elements of the sample form are incorporated in any school developed template

Note: Where a student is considered to be sufficiently mature to leave the school grounds independently (for example secondary students) they are able to do so with a valid reason and the knowledge and consent of their parents.

#### After school hours

If a student is normally collected from school but is still at school beyond normal collection time, we will:

- attempt to contact:
  - the parents/carers
  - the emergency contact person identified in the school records
  - other known contacts
- consider contacting the police or Department of Health and Human Services (DHHS) to arrange care and protection if:
  - it is well beyond reasonable collection time
  - all reasonable attempts to locate the appropriate responsible adults, as per above, fail
  - if DHHS or Victoria Police have taken action to facilitate care for the child:
- Lodge an IRIS report on [1800 126 126](tel:1800126126)
- Leave details of the student's whereabouts with the school office and, if possible, with friends of the student or next-door neighbours
- Please refer also to the school's *Duty of Care Policy*, the *Supervision of Students Policy*, the *Decision-Making Responsibilities for Students 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 late July 2020).

An operational policy

School Council in Approval No Longer Required

Reference:

<https://www2.education.vic.gov.au/pal/collection-students>