



Stanhope Primary School

Learning • Success • Respect • Citizenship



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Student Collection POLICY

Rationale:

To ensure Stanhope Primary School has procedures in place for the safe collection of students from school, both during and after normal school hours

Aims:

To ensure parents/guardians are:

- Aware of the procedures to collect students during school hours
- Advised of the school's supervision times after school while students wait to be collected.
- Aware that they are responsible for the collection of students from school or school activity

Implementation:

Arranging for student collection - During school hours

This table describes how Stanhope Primary School will manage a request for a student to be collected from school during school hours.

<u>Who</u>	<u>Description</u>
Parent	Collect their child from school or authorise a relative or friend to collect their child.
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/nominated by the parents to pick up their child (as an emergency contact or as authorised on the Authorised Collection Form)
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 Must record the details of when a student has been collected early from school. Including the:
- Date & time
 - Reason for the collection
 - Person who received the child (including this person's signature)

Arranging for student collection - After school hours

The following describes how students are managed who are normally collected from school but is still at school beyond normal collection time.

1. The school will attempt to contact the parents; the emergency contact person and any other known contacts
2. Consider contacting the police or Department of Human Service to arrange care and protection if:
 - a. All reasonable attempts to locate appropriate responsible adults as in point 1. above, fail
 - b. It is well beyond reasonable collection time
3. School personnel will leave details of the student's whereabouts with the school office
4. If possible, leave details of the student's whereabouts with friends of the student or next-door neighbours

Attachments:

Early Collection From School form
Authorised Student Collection Form

Evaluation:

This policy will be reviewed as part of the school's annual review cycle.

This policy was ratified by School Council on July 21st, 2021 and is due for renewal in June 2024