



# Stanhope Primary School

Learning • Success • Respect • Citizenship



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## Student Collection Policy 2024

### 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.

Who	Description
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. Must record the details of when a student has been collected early from school. Including the: <ul style="list-style-type: none"><li>- Date &amp; time</li><li>- Reason for the collection</li><li>- Person who received the child (including this person's signature)</li></ul>

### **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

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	19 June 2024
Approved by	Principal
Next scheduled review date	June 2027