

Rationale

Parents/Guardians are responsible for the collection of students from the College or College activities. The College must ensure parents/guardians are aware of the procedures to collect students during College hours and advised of the College's supervision times while students wait to be collected.

Aims

To ensure that Hazel Glen College has procedures in place for the safe collection of students from the College, both during and after normal College hours.

Implementation

1. Arranging for Student Collection (during College hours)

- 1.1. Parents/Guardians are required to collect their child from the College or authorise a relative or friend to collect their child.
- 1.2. Parents/Guardians must contact the College if they would like to authorise another relative or friend that is not recorded on the emergency contact list.
- 1.3. If contacting the College via phone, parents/guardians must be prepared to satisfy proof of identity at the College's request.
- 1.4. The College must only allow students to be collected by their parents/guardians (subject to any specific court orders) or by a person who has been authorised by the parents/guardians to pick up their child.
- 1.5. If the authorised person collecting the student is not known to the College, verification of identity using suitable photo identification (such as a driver's licence) must be sighted and photocopied by College personnel.
- 1.6. The College must record the details of when a student has been collected early, including the:
 - a) date and time
 - b) reason for the collection
 - c) person who received the child (including the person's signature)
- 1.7. Where a student is considered to be sufficiently mature (i.e. Secondary Students) to leave the College grounds independently, they are able to do so with a valid reason and the knowledge and consent of their parents.
- 1.8. Students are not allowed to be collected by siblings without consent from the parent/guardian.

2. Arranging for Student Collection (after College hours)

- 2.1. The College will attempt to contact the following people if a child remains at the College 15 minutes after the conclusion of the College day;
 - a) The parents/guardians
 - b) The emergency contact person identified in the College records

- 2.2 Parents / guardians are expected to make contact with the college if they are going to be late collecting their child.
- 2.3. Junior School Students will be placed into the College's Out of School Hours Care (OSHC) at 3:30pm if they not been collected.
- 2.4. Middle School Students will be placed into the College's Out of School Hours Care (OSHC) at 3:15pm if they not been collected.
- 2.5. Students will be taken to OSHC with a copy of full student details as per Compass. If the child is not registered with OSHC, a fee will be incurred at a cost to the parent/guardian.
- 2.6. Once a child is in the care of OSHC, they will be governed by OSHC policies and procedures

Related Policies / Documents

Student Collection Policy - DET

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/studentcollection.aspx>

Supervision Policy – DET

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/supervision.aspx>

Attendance Policy

OSHC Policy

Evaluation

This policy was created in term 1 of 2017

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