

## 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