



Delivery and Collection of Students Policy

Policy No:	15 (1.5)	Version:	2 (April 2017)
Responsibility:	School Chair	Scheduled Review Date:	May 2021

1.0 Purpose

This policy is concerned with a whole school approach to the delivery and collection of students attending Tarremah Steiner School and any affiliated programs or services.

2.0 Policy Statement

Tarremah Steiner School and any affiliated programs or services will ensure the arrival and departure of each student is in line with relevant legislative requirements and best practice regarding the health and safety of each student.

A duty of care is owed to students while they are attending Tarremah Steiner School and any affiliated programs or services at the required times.

Tarremah Steiner School and any affiliated programs or services will ensure that a student only leaves the school premises as outlined in relevant legislation for the specific service type with a parent, or with a person authorized by the parent, or in line with parental permissions (e.g. excursion), or in the case of an emergency evacuation (e.g. fire evacuation).

3.0 Policy Elements.

4.0 Procedure

Tarremah Steiner School

The School Chair will alert parents at the beginning of each year through newsletters or website information of the days that students are required to attend school.

Parents must verify any person who is authorised to collect the student, including where applicable, if the student will utilise a bus service or walk home before 3pm. this information may be updated or altered at any time.

Where a student leaves the premise for a routine or non-routine excursion, written parental permission is required.

Any special arrangements in relation to the collection or departure of a student must be authorised by the parent(s).

Tarremah Steiner School Early Childhood Centre

Arrival and departure times provide an ideal opportunity for educators to establish and build relationships with student and families. Where the program dynamic allows, educators will actively communicate and engage with families at collection times. These opportunities allow the sharing of information with families regarding the student, including their needs, strengths and interests.

For each day of attendance of Little Kinder children, each student must be signed in and out on the relevant attendance register by a parent or other person authorised to do so. Any records in relation to the attendance, collection or delivery of a student to the must be retained for at least six years. Each section of the attendance register must be completed; including:

- The name of student;
- Time of arrival;
- Time of departure;
- Signature of person leaving the student; and
- Signature of authorised person collecting the student.

Any special arrangements in relation to the collection or departure of a student must be authorised by the parent(s).

Persons authorised to collect the student (other than the student's parent) must be recorded in the student's enrolment record. This information may be updated or altered at any time in writing by the parent(s). Each student's enrolment record must contain the name, address and contact telephone numbers of any person authorised by the parent(s) to collect the student.

Where a student leaves the premise for a routine, non-routine excursion or medical emergency, written parental permission must be first obtained in line with the requirements of the Tasmanian Licensing Standards for Centre Based Child Care, Class 5.

Tarremah Steiner School and Early Childhood Centre

For each day a Little Kinder student attends the Tarremah Steiner School ECC program, a record of attendance must be kept.

The record must include:

- Students full name;
- Date and time of student's arrival and departure;
- The signature of the person who delivers and collects the student.

A student may only leave the Tarremah Steiner School Shearwater premise if the student leaves with:

- A parent;

- An authorised nominee named in the child's enrolment record;
- A person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child;
- Parental written permission (e.g. routine outing or excursion; nominating another person to collect);
- An educator if they remain on the wider school premises;
- A medical practitioner, ambulance or hospital because of an emergency.

Any special arrangements in relation to the collection or departure of a student must be authorised by the parent(s) in writing. Where, in the case of an emergency, a parent authorises for the student to be collected by another person (i.e. via the telephone), any instructions must be recorded in writing by a staff member and verified in writing by the parent as soon as practicable.

Late Collection of Children - Tarremah Steiner School, Early Childhood Centre

Where a student has not been collected (nor parental contact made) within the advertised operating hours, staff member will endeavour to contact the student's parent(s) (as per the student's enrolment record); calling at five-minute intervals for at least 15 minutes.

Where the parent(s) cannot be contacted, staff will then endeavour to notify the emergency contacts (as per the student's enrolment record) to collect the student; calling at five-minute intervals for at least 15 minutes.

Where the parent(s) or emergency contacts cannot be reached at least 30 minutes after the advertised closing time, the student will be considered an *abandoned child* and the School Chair will be notified.

Where the parent(s) or emergency contacts cannot be reached at least 30 minutes after the advertised closing time, the School Chair (or a delegate) will notify Children Safety Services (Department of Health and Human Services) on 1300 737 639. The notifying person will supply all available information to Children Safety Services and follow any instructions given.

A responsible person (who holds a current WWCC) will remain with the student until the Police, a representative of Children Safety Services, a parent or another appropriate person is able to collect the student.

Where Tasmania Police or Children Safety Services have been contacted in regard to the late collection of a student, a written report will be completed within 24 hours of the student being considered abandoned by the School Chair or appropriate delegate. A copy of the report will be made available to relevant stakeholders including the Education and Care Unit (Department of Education, Tasmania), Children Safety Services.

5.0 Responsibilities

The School Chair is responsible for following up unexplained absences of students enrolled at Tarremah Steiner School and any affiliated programs or services.

6.0 Related Documents

- Child Protection Policy
- Fees Policy
- Excursion Policy

7.0 Reference/Legislation

- Tarremah Steiner School and any affiliated programs or services will ensure that the arrival and departure of student's is in line with relevant legislative requirements including the *Education Act 1994*, the *Tasmanian Licensing Standards for Centre Based Child Care, Class 5* and the *Education and Care Services National Regulations*.
- *Education Act 1994*
- *Education and Care Services National Regulations 2011*
- *Tasmanian Licensing Standards for Centre Based Child Care, Class5*
- *Depart of Education, Tasmania*

8.0 Contact Point

- School Chair
- Receptionist

9.0 Authorization

Executive:

Council:

Name:

Date:

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