



Delivery and Collection of Students Policy

Policy No:	15 (1.5)	Version:	2 (April 2017)
Responsibility:	School Chair	Scheduled Review Date:	May 2023

1.0 Purpose

This policy outlines a whole school approach to the delivery and collection of students attending Tarremah Steiner School.

2.0 Policy Statement

The School 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.

The school will ensure that a student only leaves the school premises 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 Procedure

The School will alert parents each year through the start-of-year information pack, newsletters or website information of the days that students are required to attend school.

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

- Parents must verify with the Front Office or teacher if any person other than a parent or guardian is to collect the student.
- The School will seek verification by the parent or guardian if changes to travel to or from school have been made by persons other than the parent or guardian.

A register is kept for children who attend the ECC. This is taken in the first half hour of each day and returned to the Front Office. The receptionist follows up on absences according to our Attendance Policy.

When a child arrives to school after the nominated starting time, the child or their parent must sign-in at the front office.

A student may only leave the school premises if the student leaves with:

- A parent
- An emergency contact named in the child's enrolment record
- Parental written permission (e.g., routine outing or excursion)
- Verbal permission given by phone to the teacher or Front Office
- A medical practitioner, ambulance or hospital because of an emergency, accompanied by a parent or staff member. In the case of a medical emergency where an ambulance has been called, parents will be asked to come to the school to accompany the child. If the parent cannot be contacted or arrives after paramedics deem it necessary to transport to hospital, a staff member (preferably known to the child) will accompany them.

Late Collection of Children

Where a student has not been collected nor parental contact made before 3:30, the teacher or receptionist will endeavour to contact the student's parent or guardian 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 Child 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.

4.0 Responsibilities

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

5.0 Related Documents

- Child Protection Policy
- Fees Policy
- Excursion Policy

- Attendance Policy
- Enrolment Policy

7.0 Reference/Legislation

- *Education Act 1994*
- *Education and Care Services National Regulations 2011*
- *Tasmanian Licensing Standards for Centre Based Child Care, Class5*
- *Department of Education, Tasmania*

8.0 Contact Point

- School Chair
- Receptionist

9.0 Authorization

Executive:

Council:

Name:

Date:

