Delivery and Collection of Students Policy

Policy No:	1.5	Version: 4	May 2025
Responsibility:	School Chair	Scheduled Review Date:	March 2030

1.0 Purpose

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

Tarremah Steiner School aims to ensure that any uncollected child or children are kept safe until they can be handed over to the appropriate carer.

2.0 Policy Statement

A duty of care is owed to students while they are attending Tarremah Steiner School.

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.

Tarremah has a commitment to the *Family Law Act 1975* which states that "children have the right to know and be cared for by both parents and have the right to have regular contact with other people who are significant in their lives".

Each parent has a parental responsibility, whether they live together, are separated or divorced, unless and until a court order provides otherwise. A court order (consent or parenting orders) may give one parent sole parental responsibility or both parents part parental responsibility. Tarremah is bound to uphold and follow court consent or parenting orders and parenting plans.

3.0 Policy Elements

This policy includes the release of children including to non-custodial parents, and children who are left after school hours.

4.0 Procedure

As far as practicable, the School will ensure that a student only leaves the school premises with a parent, or with a person authorised by the parent, or in line with parental permissions (e.g., excursion).

Tarremah does not take responsibility for children left at School after school hours. All reasonable efforts will be made to locate a child's parents/guardians to ensure that the child/children are safely cared for. Where parents or guardians cannot be located, the child/children will be handed over to authorised carers.

Refer to Staff Guidelines for Delivery and Collection of Students for comprehensive procedure.

5.0 Responsibilities

- Teacher On Duty
- Office Staff
- School Chair
- Business Manager
- WHS and Facilities Manager

6.0 Related Documents

- Child Protection and Mandatory Reporting Policy
- Separated Parents Policy
- Excursion Policy
- Attendance Policy
- Enrolment Policy
- Court Orders
- Enrolment Policy
- Enrolment Forms
- Accident, Injury and Incident Form
- Staff Guidelines for Delivery and Collection of Students

7.0 Reference/Legislation

- Education Act 1994
- Education and Care Services National Regulations 2011
- Tasmanian Licensing Standards for Centre Based Child Care, Class 5
- Department of Education, Tasmania
- Child Care Act 2016
- Family Law Act 1975
- Strong Families Safe Kids

8.0 Contact Point

- School Chair
- Receptionist
- Business Manager
- WHS and Facilities Manager

9.0 Authorisation

Executive: Council:

Name:

Date: