

# Southern Cross Primary School

## Collection of Students Policy

**Reviewed**

**2024**

**Due for Review**

**2027**

**Approved By**

**Principal with SC Endorsement**



**Help for non-English speakers** - If you need help to understand the information in this policy please contact Main Office.

### Purpose

The safety and wellbeing of our students is our top priority at Southern Cross Primary School. The purpose of this policy is to ensure Southern Cross Primary School have appropriate procedures for the safe collection of students during normal school hours and at the end of the school day.

### Scope

This policy outlines our school's arrangements for collection of students during school hours, 9am until 3.30pm and collection of students at the end of a school day. By adhering to these pickup procedures, we aim to ensure the safety and security of students at Southern Cross Primary School.

### Definitions

*Authorised Individuals are adults who have been nominated by parents or carers in relation to their child.*

*A mature person is considered to be of Secondary School Age and determined by the Principal.*

### Policy

Departmental Policy outlines the following:

- Schools must ensure only a parent/carer or authorised person can collect a child from school during school hours.
- Schools must record the details relating to collection of a student during school hours.
- Where a student is considered to be sufficiently mature to leave the school grounds independently (for example secondary students) they can do so with a valid reason and the knowledge and consent of their parents.
- Schools have a duty of care to ensure the safe collection of students from school or a school activity.

- Schools must have procedures in place for the safe collection of students from school, both during and after normal school hours
- School's must ensure parents are aware of the procedures to collect students during school hours and are advised of the school's supervision times after school while students wait to be collected.
- Parents are responsible for the collection of students from school.

## Guidelines

### During School Hours - including drop off and pick up

#### *DROP OFF*

- The school gates open at 8.45am and a staff member is on Yard Duty Supervision from 8.45am until 9am when the first bell rings.
- Parents are responsible for ensuring their child gets to school and into the school grounds safely.
- Parents are welcome to enter the school grounds and wait with their child in the Courtyard until the students are escorted into their classrooms at 9am by their classroom teacher or nominated teacher.

#### *DURING THE SCHOOL DAY*

- Students who arrive or leave school between the hours of 9am and 3.29pm must be collected by a parent, guardian or person who has been authorised by the parents to pick up their child. This is subject to court orders, such as parent orders or family violence intervention orders.
  - If the authorised person collecting the student is not known to the staff at Southern Cross Primary School, verification of identity using suitable photo identification (such as a driver's licence) must be sighted by school personnel.
  - Parents are responsible for ensuring their child gets to school and into the school grounds safely.
- Details of the late arrival or early collection of a child is recorded in COMPASS including:
  - The date and Time
  - Reason for collection
  - Person who received the child (including this person's signature)

#### *COLLECTION AT THE END OF THE SCHOOL DAY*

- All students are dismissed at the end of the day at 3.30pm
- Foundation students remain with their classroom teacher until they are collected by their parent or guardian.
  - Parents can nominate older primary school siblings to collect their child from the Foundation Room and walk to a collection point within school grounds at a designated Pick Up Area.
- Students in Year 1 and 2 are dismissed from their allocated line up area and walk to meet their parent, guardian or nominated person within the school grounds or main collection gates.
- Students in Year 3 to 6 are dismissed from their classrooms and independently make their way to their nominated collection point or directly home, as per parent instructions.

- For students with specific safety concerns, such as reduced capacity, developmental delays or family court orders in place, the Principal will consider individual requests made in writing for adjustments to the school procedures, taking into account each individual case and managing risk factors.

### After School Hours

- If a student is not collected from school by 3.45pm, they will be escorted by the yard duty teacher on duty to the Main Office.
- The school will attempt to contact the
  - Parents or nominated adult
  - The emergency contacts identified in school records
  - Other known contacts.
- Students who are approved for Out of School Hours Care will access this service and the parent provided with an invoice. Students not registered for this service will remain in the Main Office under supervision by a staff member. The school will continue to attempt to contact the above listed sources until contact has been made.
- In the event no contact has been made, Southern Cross Primary School will consider contacting Victoria Police or Child Protection - Department of Families, Fairness and Housing (DFFH) to arrange care and protection if:
  - It is well beyond reasonable collection time.
  - All reasonable attempts to locate the appropriate responsible adults have failed.
  - A parent or guardian is refusing to collect their child.
  - There has been previous involvement with Child Protection.
- In the event DFFH or Victoria Police take action to facilitate care for the child, Southern Cross Primary School will lodge an IRIS report with the Department and leave details of the student's whereabouts with the school office and, if possible, the child's emergency contacts.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Included in the Principal Update at the beginning of the year
- Included in the Transition Welcome Pack for Parents

## RELATED POLICIES AND RESOURCES

Southern Cross Primary School:

- *Values and School Philosophy,*
- *Child Safety and Wellbeing policy,*
- *Child Safety Code of Conduct*

Department policies:

- [Child Safe Standards](#)

- [Visitors in Schools](#)
- [Contractor OHS Management](#)

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	2024
Consultation	2024 with School Council
Approved by	Principal
Next scheduled review date	2027