



STUDENT COLLECTION

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1 Rationale

At Melbourne Chinese Ethnic School all students must be cared for, delivered and collect by a responsible and authorised adult, parent or guardian. This policy must be adhered to at all times to ensure the safety and wellbeing of the children who attend the program.

2 Aim

- 2.1 Provide a procedure for dropping off and collecting student, which is clear and ensures the safety and well being of all students in our care.
- 2.2 Ensure parents understand they are required to follow specific communication procedures to ensure we can provide high quality care of their children.
- 2.3 To meet the high quality of collection policy of Department of Education and Training in the community language service.

3 Hours of Operation

Campus	Opening Hour
Burwood Campus	Saturday 9.00am to 12.00pm
Footscray Campus	Saturday 9.30am to 12.30pm
Springvale Campus	Saturday 2.00pm to 5.00pm

4 Drop off

- 4.1 Students are not to be left prior to the service opening hours alone by parent or guardian.
- 4.2 The authorised person dropping off student under the age of 10 is responsible to sign the student in on the classroom sign in and sign out form. (See appendix 1)
- 4.3 Any points of information in regards to the drop off and collection of student must be communicated with the Child Safe Officer and classroom teacher in regarding to any particular requirement for the day/session.
- 4.4 Student under the age of 10, the person dropping of their child/ren must ensure they are signed in in their classroom, and belongings are placed in the designated classroom.
- 4.5 Should a student require medication of any kind, parents/guardian must provide medication or medical plan to our First Aid Officer.

4.6 Any information that parents/guardian would like to pass to MCES in regard to their child/ren, will need to be put in writing by the parent/guardian and given to the deputy principal or teacher assistant at the main office and then pass this onto the student's classroom teacher.

5 Collection

5.1 Student must be collected by the closing time of the service.

5.2 Student under the age of 10, the person collecting the student must sign the collection attendance sheet in the classroom. (See appendix 1)

5.3 The authorised person is to ensure that all belongings are collected.

5.4 The authorised person must ensure that teacher or staff member is aware that they are taking the student from the service especially student under the age of 10.

5.5 If the child is to be collected by a person whose name is not on the Hubworks online enrolment system as a person authorised to pick up the child, parents must have personally informed the Admin Office Staff as well as the Nominated Supervisor prior to pick up. This change should be confirmed in writing by fax/email if possible, and the person picking up the child should be asked to bring photo identification. (See Emergency Release Form). Parents to update Hubworks or authorise staff to do so.

5.6 The names and contact numbers of all people authorised to collect the child must be included in the enrolment information on Hubworks (the online enrolment system). Any changes to these must be completed on Hubworks or authorise Admin to do so.

5.7 The authorised person is required to give proof of identification (photo ID such as a driver's license) to educators if they have not seen them previously. Women wearing a burqa may be asked to remove the burqa in a private area in front of a female educator if identification is required. A copy of photo ID is to be obtained by educators and placed on child's file.

5.8 Educators will not release the child to anyone who is not authorised without prior consent and in line with UOW Pulse Ltd Children's Services policy.

5.9 If there is an emergency and the parent/carer or an authorised person cannot collect the child, the parent/carer must personally ring the service to let the Nominated Supervisor/Certified Supervisor know. While on the phone with the parent/carer, the Nominated Supervisor/Certified Supervisor must be completing The Emergency Release Form. The parent will be required to indicate who will collect the child, give a description and ask the person to provide staff with proof of identity e.g. Driver's License or Proof of Age Card. A copy of photo ID is to be obtained by educators and placed in child's file. Administration staffs are to also be advised.

5.10 If the service has not been notified and someone other than the parent or authorised person comes to collect the child, educators will ring the parent to get his or her authorisation. The child will not be released from the service until proper authorisation has been received. The Emergency Release Form must then be completed.

5.12 All persons collecting a child who are not on the child's enrolment form must provide photo ID before entering the classroom.

5.11 Children will not to be released into the care of persons not authorised to collect the child, e.g. court orders concerning custody and access. If an unauthorised person is not willing to leave the premises without the child the educator will call the police.

5.12 Nominated Supervisors are to ensure that the Authorised Nominee pick-up list for each child is kept up to date. It is our policy that we do not allow anyone under the age of 18 to collect children.

- 5.13 No child will be released into the care of any persons not known to educators. Parents must give prior notice where: a written notice must be provided at the point of collection.
- the person collecting the child is someone other than those mentioned on the enrolment form, e.g. in an emergency situation. An Emergency Release Form must be completed (See Appendix 2). The person nominated by the parent must be able to produce some form of identification.
 - There is variation in the persons picking up the child, including where the child is collected by an authorised nominee who is known to educators.
- 5.14 If the person collecting the child appears to be intoxicated, or under the influence of drugs, and educators feel that the person is unfit to take responsibility for the child, the educators are to bring the matter to the person's attention before releasing the child into their care. Wherever possible, such discussion is to take place without the child being present. Educators are to suggest that they contact another parent or Authorised Nominee from the enrolment form, inform them of the situation and request they collect the child as soon as possible. If the person refuses to allow the child to be collected by another Authorised Nominee, educators are to inform the police of the circumstances, the person's name and vehicle registration number.
- 5.15 Educators cannot prevent a parent from collecting a child, but do have a moral obligation to persuade a parent to seek alternative arrangements if they feel the parent is in an unfit state to accept responsibility for the child.
- 5.16 All students under the age of 10 must be signed OUT by a parent or Authorised Nominee in order for parents to be eligible for Childcare Benefit. This also assists educators and staff member in knowing who has left the service.
- 5.17 Children may leave the premises in the event of an emergency, including medical emergencies.

6 Uncollected of student

- 6.1 If a student or children (under the age of 10) remains at the school during after school hours, two educators will remain with the child/children at the service and the following procedures must be adhered to:
- Immediately contact the student's parent or guardian, if not response phone emergency contact number.
 - Teacher or staff members must detail all the details in the student record.
 - After 15 minutes of closing hour continue to contact parent/guardian and emergency contact.
 - After 30 minutes of closing hour, if it has not been possible to arrange for the child to be collect, follow Department of Education and Training collection procedure, i.e contact **Child Protection Crisis Line: 131 278**. This is an emergency service after-hours line. Opening hours: 5pm- 9am, Monday- Friday. During Saturday, Sunday and public holidays the line is open 24 hours.

7 Review

- 7.1 This policy will be reviewed every 2 years and the review will include Management, Employee, Families and Interested Parties.

Our commitment

At MCES we are committed to providing a safe environment for the children and young people attended MCES. Part of this is ensuring that children and young people are not left alone after school hours.

What we will do

- Make sure parents/guardians and children know the time and location of school opening hours and when they can expect to collect their children.
- Teachers must arrive 15 minutes before the scheduled school hours and leave when ensure students are picked by their parents
- Give teachers student's parent/guardian emergency contact numbers and make sure they have access to a phone.
- Ensure that if parents/guardians are late, teachers will try to make contact with them and:
 - Appoint two staff members to stay with the student, until parent/guardian come to pick the student up.
 - get parents/guardians to collect their children from the classroom/office (e.g. ensure there are two staff members in the classroom/office where other people will be).
 - avoid transporting children to their homes unless permission has been given by parents/guardians.

What we ask you to do

- Pick your children up on time or make other arrangements.
- If you cannot pick up your child please provided a written notice to our school.
- Inform the teachers and staff members about any changes in arrangements for picking up your child.
- Children under 10 years old please send your child/ren to their classroom and sign in your child/ren in the classroom. Please see appendix 1.

I, <INSERT YOUR NAME> have read and understood the policy and will abide by it as a member of Melbourne Chinese Ethnic School

Signature:

Date:

If under 18 years of age, parent/guardian:

Signature:

Date:



Emergency Release Form

In the event of an earthquake or other serious emergency, the school may implement a controlled release of students for their safety and well being. If you are not able to reach the school, staff will release your child to persons authorized on this form or, if necessary, to emergency medical personnel.

LIST CHILDREN ATTENDING SCHOOL(S) IN THE DISTRICT

Name	Grade	Teacher	School	*Medical
*List any life threatening medical conditions, medications, severe allergies, medical information or any instructions on the back side of this page				

PARENTS / GUARDIANS

Name:			
Address:		Home ph:	Cell ph:
Employer & Address		Work ph:	Days/Hrs at Work:
Name:			
Address:		Home ph:	Cell ph:
Employer & Address		Work ph:	Days/Hrs at Work:

AUTHORIZED DESIGNATES FOR EMERGENCY RELEASE STUDENT PICK UP

Name:	Home ph:	Relationship:
Address:	Cell ph:	Work ph:
Name:	Home ph:	Relationship:
Address:	Cell ph:	Work ph:
Name:	Home ph:	Relationship:
Address:	Cell ph:	Work ph:
List any individuals who MAY NOT claim this student in an emergency and provide special instructions:		

OUT OF PROVINCE CONTACT

Name	Phone (include area code)	City/Province/Country	Relationship

I acknowledge that I have spoken to the above alternates who have accepted responsibilities associated with being an emergency contact for my child(ren). I have also advised my child. I realize that in the event of a controlled student release, only the above authorized individuals will be able to claim my child (except to emergency medical personnel). Upon release of my child(ren), a record shall be kept of the name of the authorized person, the time released and expected destination.

First and Last Name	Parent/Guardian Signature	Date
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STUDENT RELEASE – FOR SCHOOL USE ONLY (please print):

Student Released to:	Signature:
First Destination:	
Final Destination:	
Processed / Authorized By (staff):	Date / Time:
Notes:	

