

Collection of Students and Early Departure Policy

Rationale

By establishing protocols for student collection and early departures, Darul Ulum College aims to create a secure environment that prevents unauthorised access, ensures students are released to verified guardians, and maintains precise records of student movements during school hours. This comprehensive approach not only protects students from potential risks but also minimises classroom disruptions, supports legal compliance with duty of care obligations, and provides clear guidelines for staff, parents, and students.

Implementation

Collection of Students During School Hours

1. Parents are primarily responsible for student timely collection and must be aware of school procedures and student supervision timings. Please refer to the Student Attendance Policy for details of timings.
2. Only parents/guardians or authorised persons may collect students during school hours, subject to relevant court orders where applicable.

Early Departure

It is recognised that in rare occasions, external appointments for students cannot be scheduled outside of school hours. In such cases, parents / guardians must adhere to the following procedures:

3. **Advance Notice Required:** The parent / guardian must notify the school reception via email at least one day in advance. This notification must be sent to: info@dulum.vic.edu.au
4. On the day, the parent must report to the school's reception to identify themselves. Under no circumstances will students be released based on a telephone request, ensuring direct verification of the individual collecting the student and maintaining child safety protocols.

5. Where a child is to be picked up by someone other than the parent / legal guardian, the parent / legal guardian must authorise that collection in writing by emailing the details of the authorised person to info@dulum.vic.edu.au.
The details must include the first name, surname and contact number of the authorised person.
6. If the person collecting the student is unknown to staff, photo identification (e.g., driver's license) must be verified by the school reception.
7. The school will record the following details for early collection: name of the person collecting the child, date, time and reason for collection. This will be recorded in the system.
8. The reason must be legitimate (e.g. medical appointments, legal appointments)
9. Where request is not reasonable such as wanting to leave school ground early to avoid traffic etc., the school has the right to decline the request.
10. Where early departure becomes habitual, parents may be invited for a clarification meeting.
11. Where a student is in secondary school and is considered to be sufficiently mature to leave the school grounds independently, they are able to do so with a valid reason and the knowledge and consent of their parents.
12. Part-time staff members / caregivers are required to collect their children at the designated school dismissal time. Students will not be released from class based on individual parental work schedules.

Prohibition of PA Announcements

To protect the integrity of the learning environment, classroom interruptions for early departures are strictly prohibited. Therefore:

- 13. The school reception is no longer permitted to make announcements during school hours for early departures due to the significant interruption to student learning.**

After School Hours

In the event a student remains at school beyond the designated supervised hours, the school will as far as practicably possible initiate a systematic response to ensure the child's safety and prompt collection by:

14. Attempting to contact parents/guardians
15. Contacting emergency contacts listed in school records
16. Reaching out to other known contacts (where known and/or if appropriate)
17. Contacting police or child protection services.

Date of Review	Next Review
Term 1, 2025	Term 1, 2027
Principal's Endorsement: 	