

Xin Jin Shan Chinese Language and Culture School

Preschool Students Collection Policy

Signing in and out

An attendance record must be kept on campus with details including:

- The full name of the child
- The time the child arrives and departs

The attendance record provides confirmation that a child has been left in the care of XJS, is being cared for or educated by XJS or has been collected from the XJS. The attendance record must be signed by the person who delivers and/or collects the child from XJS. If the person delivering or collecting the child does not sign the attendance record, a staff member of XJS may sign in their place.

An accurate record of child attendance is critical to ensure that there is a record of the children being cared for or educated by XJS and that the correct child/staff ratios are being met by the service. It is important for staff members to regularly check the number of children recorded in the attendance record to ensure that it is an accurate record at all times.

Staff members of XJS must be aware that a duty of care exists at all times the child is in the care of XJS. The duty of care also exists when the child is given into the care of XJS and released from XJS into the care of another person.

Who can collect a preschool child from XJS?

A child's enrolment record must identify who is authorized to collect the child from XJS. XJS only gives a child into the care of a person who is:

- a parent of the child
- a guardian of the child
- a person who has lawful authority to collect the child; or
- a person who is authorized by the child's parent, guardian or person who has lawful authority to collect the child.

Lawful authority means a power, duty, responsibility or authority conferred in relation to a child at common law or under an Act (including an Act of the Commonwealth) or by an order of a court.

A duty of care exists at all times that the child is in the care of XJS. Staff members must be diligent in ensuring that they are familiar with the nominated people on individual children's enrolment forms who are authorized to collect children.

If staff members are not able to identify the adult presenting to collect the child it would be

reasonable to ask for photo identification or to confirm with parents or guardians who is collecting the child.

Staff members should not rely solely on the child identifying the adult who is there to collect them.

Early Collection Policy

XJS has the following procedures in place for the safe collection of preschool children from school, both during and after normal school hours.

The table below describes how XJS would manage a request for a preschool child to be collected from school during school hours.

Who	Description
Parent/guardian/authorized nominee	<ol style="list-style-type: none"> 1. Complete a Student Early Collection Form in office. 2. Present the verified Student Early Collection Form to the room teacher of the child. 3. Sign out the child on the attendance sheet.
XJS school staff	Must only allow students to be collected by their parents/guardians or authorized nominees.
XJS school staff	If the authorized person collecting the student is not known to the school, verification of identity using suitable photo identification (such as a driver's license) must be sighted by school personnel.
XJS school staff	School staff must record the details of when a student has been collected early from school including the: <ul style="list-style-type: none"> - date and time - reason for the collection - person who received the child (including this person's signature).

Late Collection Policy

This table describes how XJS would manage a student who is normally collected from school but is still at school beyond normal collection time.

Stage	Who	Description
1	XJS school staff	Attempt to contact: <ul style="list-style-type: none"> - the parents/guardians - the authorized nominees listed on child's enrolment form - other known contacts.
2	XJS school staff	Consider contacting the police or Department of Human Services to arrange care and protection if: <ul style="list-style-type: none"> - all reasonable attempts to locate the appropriate responsible adults, as per Stage 1 above fail - it is well beyond reasonable collection time.
3	XJS school staff	Leave details of the student's whereabouts with the school office.
4	XJS school staff	If possible, leave details of the student's whereabouts with friends of the student or next door neighbours.

XJS would ensure all the parents/guardians are aware of the procedures to collect students during school hours and advise them XJS' supervision times after school while students wait to be collected. XJS would also encourage all families to ensure their contact details and arrangements are kept up to date to ensure the safety of the students at all times.

STUDENT EARLY COLLECTION FORM

School Name: Xin Jin Shan Chinese Language and Culture School

Student Name:

Grade/Year Level:

Reason for Early Collection:

I am a parent / authorized adult to take this child early from the school

Name:

Signature:

Date:

Time:

Office Use:

Photo Identification Sighted:

YES / NO

Student Collection Confirmed with Parent: YES / NO

Concerns for the safety, health and wellbeing of children

If staff members of XJS are concerned for the safety of a child or do not consider that a person is in a fit state to take responsibility for a child, they would exercise their duty of care by not allowing the child to be collected from XJS by that person.

Situations when this may occur include:

- when a parent/guardian or other authorized nominee to collect the child seems to be ill or affected by drugs or alcohol and does not appear to be able to safely care for the child
- when a young person who is authorized to collect the child, for example a sibling, does not seem sufficiently mature to safely care for the child.

If at any time a staff member has concerns for the health and welfare of a child or concerns that the child is at risk of harm, a referral to the Child Safe Officer of the campus, Child First or the Department of Human Services (Children, Youth and Families) should be made.