EASTERN CHINESE LANGUAGE SCHOOL INC. 新金山东区中文学校

Student Arrival, Pick-up and Collection Policy

Document no.	ECLS-POL-10	**Version**	1.1
Policy owner	Principal (implemented by the Operations Manager and teachers)	**Approved by**	School Committee
Date approved	25/01/2026 (v1.0)	**Next review**	January 2028
Applies to	Teachers, office staff, volunteers, students and parents/carers	**Status**	v1.0 current; v1.1 revision for endorsement

1. Purpose

This policy makes sure students are **released only to authorised adults**, and sets out what staff do when a student is collected early, collected late, or not collected at all.

2. Arrival

- Supervision starts at **9:10am** on Saturdays (and at the published time for the afternoon and Sunday sessions). Students must not be left at the campus before supervision starts.
- Parents/carers of Preschool and Foundation students bring their child to the classroom or the designated drop-off point and hand them to the teacher. Parents of children in the 3–4-year-old Early Learning class stay with their child as published in the Admission Guide.
- Teachers mark the roll at the start of class (see ECLS-POL-12). If a student is marked absent without notice, the office contacts the family the same day.

3. Who may collect a student

- Students may be collected only by a **parent/carer**, or by a person **authorised in writing** by a parent/carer (on the enrolment form, by email to the office, or on a signed note).
- **Court orders:** parents must give the school a copy of any parenting order, family violence intervention order or other order affecting who may collect or contact the child. The office records it on the student's file and alerts the class teacher. Staff follow the order and contact Victoria Police (000) if a person who is not allowed to collect the child tries to do so or becomes threatening.
- If staff do not know the person collecting, they check photo ID (for example a driver's licence) against the authorised list. They do not copy it. If the person is not authorised, the child is not released until a parent/carer confirms by phone and the confirmation is recorded.
- Students in **Year 7 and above** may leave on their own at the end of the session (for example to walk or catch public transport) only if a parent/carer has given **written consent** on the enrolment form or by email. The office records this consent.
- Staff must never release a child to an adult who appears affected by alcohol or drugs or who may otherwise put the child at risk. They keep the child safe, contact the other parent or emergency contact, and call Victoria Police if needed. This is managed under the Child Safety Policy.

4. End of session (normal collection)

1. Teachers of Preschool to Year 2 classes hand each child directly to their parent/carer or authorised person at the classroom door or designated pick-up point.
2. Older students are dismissed to the supervised pick-up area. Duty staff remain until students have been collected.

3. Students who are **not collected 15 minutes after the session ends** are taken to the ECLS office and supervised by staff. They are never left alone, and never with only one adult behind a closed door.

5. Early collection (before the end of the session)

1. The parent/carer (or authorised person) comes to the **ECLS office**, not the classroom.
2. They complete the **Student Early Collection Form**: student name and class, date, time, reason, name of the person collecting, relationship, and signature.
3. Office staff check the person's authority (and ID if unknown), then a staff member collects the student from class and brings them to the office. The teacher is told and records the early departure on the roll.
4. If parents know in advance, they notify the office in writing (email) before the session.

Students may not leave the campus during the session for any reason unless collected under this procedure.

6. Late or no collection

If a student has not been collected:

Time after session ends	Action
15 minutes	Student taken to the office. Staff phone the parents/carers
30 minutes	Staff phone all emergency contacts on the enrolment record. The Principal or delegate is told
60 minutes, or well past a reasonable time with no contact	Principal considers contacting Victoria Police or DFFH Child Protection to arrange the child's care. At least two staff stay with the child

- Every late collection is recorded (date, student, time collected, who collected, reason) in the **Late Collection Log**.
- Repeated late collection is discussed with the family. Ongoing concerns about a child's wellbeing are referred to the Child Safety Officer.

7. Records

Early Collection Forms, the Late Collection Log and written authorisations are kept by the Operations Manager. As child safety records, they are retained long-term under the Privacy and Records Management Policy (ECLS-POL-04).

8. Communication

This policy is summarised in the Admission Guide and enrolment pack, and on the school website, in English and Chinese. Parents are reminded of pick-up times and procedures at the start of each year.

9. Basis and references

- CLV, *Operational and Administrative Procedures Manual* (V4, 2023), s.3.10 Students Leaving the School Grounds (only the parent/carer, or a named third person, may pick up a student who leaves early).
- CLV *Student Early Collection Form*; CLV, *Student Safety and Staff Welfare Manual* (V5, 2023), Duty of Care (no student leaves without written parent/carer permission).
- ECLS School Charter 2026: Student Collection Policy (early collection records, authorised persons, court orders).

- ECLS Admission Guide (no entry before 9:10am without an adult; early collection only with written confirmation from the office; students not collected 15 minutes after class are taken to the office; written authorisation for other collectors).
- DE (Vic) *Collection of Students* policy: authorised persons, photo ID, court orders, early collection records, and steps when students are not collected, including contacting Victoria Police or DFFH.

10. Version history

Version	Date	Change	Approved / endorsed by
1.0	25/01/2026	Policy approved	School Committee, meeting of 25 January 2026 (minute ref. _____)
1.1	October 2026	Revised and reformatted: aligned with the DE CLS Accreditation and Funding Guide, 2026 funding conditions, CLV manuals and current ECLS practice	For endorsement at the next School Committee meeting (date _____)