



Policy Name	Children Left at School Policy
Related Policies and Legislation	
Policy Category	Student Wellbeing & Safety
Relevant Audience	All Treetops Community
Date of Issue / Last Revision	24 August 2010 16 June 2016
Date Set for Review	June 2019
Person/s Responsible for Review	Treetops Administration

Children Left at School Policy

Purpose

To outline the parental requirements for the collection of students after school and describe the school's response in the event of students not being picked up.

Policy

All families must make appropriate arrangements for their child to be picked up at the end of the school day. This is expected to be within 5 minutes of the advertised end of the school day.

Background

- **Children's House:**
Children's House parents and guardians accompany their children in the morning to the entrance of the classroom and are responsible for their children until they enter the classroom. Children are not permitted to leave Children's House until collected by a parent or a nominated responsible adult

- **Wattle (Years 1 and 2):**
It is not a requirement that Wattle children are escorted to their classroom. However, children will not be released at the end of the school day until collected by a parent or other nominated adult.

- **Marri (Years 3 and 4) and Karri (Years 5 and 6):**
Marri and Karri children do not need to be escorted to the classroom. They may also leave independently at the end of school, provided written instruction to this effect has been signed by the parent/guardian and lodged with the office (via the Permissions Form.)
- **Secondary (Years 7-12):**
Secondary students are expected to be in class and ready to begin their activities by 8.30am. They are allowed to leave the school grounds independently at the end of school, provided a written and signed permission form from their parent/guardian has been lodged in the office (via the Permissions Form.)

In the event that a child is not picked up, the teacher will supervise them for up to 10 minutes, at which time if they are still remaining, they will be taken down to wait in the office. The teacher / office will attempt to call the parents.

In the event that a child is left at school beyond 30 minutes the School will exhaust all avenues in attempting to contact the child's family and emergency contacts. At the discretion of Principal, a staff member may drive the child home. If the School is unable to make any contact with the child's family, the Principal should contact the police and/or the Local District Office of the Department of Child Protection (DCP) and explain the situation. After DCP office hours, the Crisis Care Line, also operated by the DCP, may be contacted.