



School Context

North Ainslie Primary School is an ACT government school which works within the parameters of the ACT ETD policy framework. It is situated in an inner northern suburb of Canberra. North Ainslie is a culturally and linguistically diverse school, which provides education for approximately five hundred and fifty students. North Ainslie is particularly unique because it is home, not only to a mainstream primary school (P-6), but also to an Introductory English Centre for migrant and refugee children (IEC), and to a learning support unit for students with autism (LSU). The main site at North Ainslie operates two fifteen hour preschool sessions. An additional preschool campus is located in the neighbouring suburb of Hackett, also offering two preschool sessions. The school also provides mainstream integration for a number of children with learning disabilities. Our school community is one which covers a broad socio-economic base.

North Ainslie offers the International Baccalaureate Primary Years Program from preschool to year six.

Purpose

To ensure that students are delivered to and collected from school safely.

Rationale

The safety of our students is paramount. Between 9am and 3pm, educational staff have duty of care for all students. Outside of these hours, parents and guardians have duty of care of their children. Teachers have other work related duties at these times (e.g. meetings, lesson preparation, interviews) and therefore cannot be expected to supervise children.

Parents and guardians need to ensure that their children arrive safely at school at the appropriate time and that they are supervised by a responsible adult. Whilst school starts at 9am, the educational staff endeavour to support families by providing limited courtyard supervision from 8.40am¹.

Educational staff have a responsibility to hand over students to an appropriate person at the end of the school day. In accordance with national regulations, preschool students should always be collected by a parent or guardian, or another authorised adult. Wherever possible this should also apply to older children.

Implementation Guidelines

Responsibilities of Parents and Guardians

For students in preschool, parents and guardians should ensure that they:

- deliver their child to preschool at 9am²
- collect their child from preschool at 3pm³
- inform the school if their child will not be attending on a particular day; and
- inform the school in writing of other appropriate adults who may deliver or collect their child when they are unable to.

¹ Not applicable to preschool.

² 9.15am Hackett Preschool

³ 3.15pm Hackett Preschool

For students in the early childhood years (K-2), parents and guardians should ensure that:

- their child arrives safely at school with an appropriate adult
- their child is delivered to the senior courtyard no earlier than 8.40am
- their child is collected from the senior courtyard at 3pm and leaves school safely with an appropriate adult⁴
- they inform the school in writing if their child will not be attending on a particular day; and
- they inform the school in writing of other appropriate adults who may deliver or collect their child when they are unable to.

For older students, parents and guardians should ensure that:

- their child arrives safely at school no earlier than 8.40am and only plays on the senior courtyard (unless attending an event organised by the school e.g. band practice)
- their child leaves school safely at 3pm (unless attending an event organised by the school e.g. Homework Club)
- they inform the school in writing if their child will not be attending on a particular day; and
- they inform the school in writing of other appropriate adults who may deliver or collect their child when they are unable to.

The school strongly advises that children aged eight years or under be delivered to and collected from school by a responsible adult. Where this is not possible parents are asked to notify the school in writing of the alternative arrangements e.g. when parents wish for older children to deliver or collect younger siblings.

Parents and guardians can provide written advice of alternative arrangements in the form of a letter or email. In an emergency the parent or guardian can notify the school of alternative arrangements by ringing the front office.

Responsibilities of Educational Staff

For students in preschool, educational staff should:

- be ready to receive students from the parent or guardian at 9am (North Ainslie) or 9.15am (Hackett); and
- only hand over students to the parent or guardian, or to an adult explicitly authorised by the parent or guardian in writing.

For students in the early childhood years (K-2), educational staff should:

- be on duty by 8.40am on the senior courtyard when rostered
- only hand over students to the parent or guardian, or to an adult explicitly authorised in writing by the parent or guardian
- request proof of identity when notice of collection by another adult has been given by phone
- where the above is not possible, request written advice from the parent e.g. if an older child is to collect/deliver a sibling
- notify the parents promptly (via the front office) if a child has not arrived at school by 9.30am; and
- contact the parents promptly (via the front office) if they have reason to believe that a child may not be travelling home safely.

For older students, educational staff should:

- be on duty by 8.40am on the senior courtyard when rostered
- notify parents promptly (via the front office) if a child has not arrived at school by 9.30am; and

⁴ In wet weather students may go directly to their classroom at 8.30am. Parents and guardians may collect students from their classrooms at 3pm.

- contact parents and carers promptly (via the front office) if they have reason to believe that a child may not be travelling home safely.

Published June 17th 2014

References

Ministerial Council for Education, Early Childhood Development and Youth Affairs, *Education and Care Services National Regulations* (2011)

Appendix 1

Education and Care Services National Regulations (2011)

Division 6—Collection of children from premises and excursions

99 Children leaving the education and care service premises

The child may only leave the relevant premises if the child—

4 (a) is given into the care of—

(i) a parent of the child; or

(ii) an authorised nominee named in the child's enrolment record; or

(iii) a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises; or

(b) leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee named in the child's enrolment record; or

(c) is taken on an excursion

Appendix 2



CONSENT FORM: COLLECTION AND DELIVERY OF STUDENTS

I give consent for my child _____ of class _____ to be collected

from school by _____ (name).

I understand that the school has provided advice that my child should be delivered to and collected from school by a responsible adult to ensure their safety.

Signed _____ Name: _____ Date: _____