

## **Child Collection and Release Policy**

### **1. Purpose**

To ensure the safe, authorised, and transparent collection and release of learners from **Constantiaberg Pre-Primary School** premises, protecting them from potential abduction, unauthorised removal, or confusion around handovers.

### **2. Scope**

This policy applies to all learners, parents or guardians, authorised adults, transport providers, and staff responsible for the collection and supervision of learners at **Constantiaberg Pre-Primary School**.

### **3. Policy Statement**

Learner safety at departure is equally important as during school hours. **Constantiaberg Pre-Primary School** enforces strict collection protocols to prevent unauthorised access, confusion during release, or unsafe handovers. Parents and guardians must clearly designate authorised collectors. Learners may not be released to anyone outside of the authorised list without consent.

### **4. Definitions**

- **Authorised Collector:** An adult listed by a parent/guardian as approved to collect the learner.
- **Collection Register:** A log used to track daily learner collection and verify collector identity.

### **5. Responsibilities**

- Parents/Guardians must:
  - Submit a list of authorised collectors, updated in writing.
  - Inform the school of any deviations from normal collection arrangements.
- School Staff must:
  - Confirm the identity of the collector before releasing a learner.
  - Maintain a daily collection register.

- o Report attempted collection by unauthorised persons to the DSO.
- The DSO must:
  - o Investigate and document any incidents or breaches.
  - o Provide collection-related safeguarding training to frontline staff.

## **6. Procedures**

1. Learners are only released to individuals named on the Authorised Collector List, unless a message of a change of arrangement has been sent to the teacher/office by the parent.
2. Individuals collecting a learner may be asked to present photo ID.
3. If an unknown individual attempts collection, the learner remains with staff and the parent is contacted. If the identity of an unknown individual attempting collection cannot be verified within 15 minutes, the DSO must be notified immediately.
4. Where custody disputes exist, only official court-ordered documentation will be accepted to alter normal collection arrangements. Verbal claims without documentation will not be actioned

## **7. Supportive Strategies**

Orientation for new families includes collection policies.

## **8. Monitoring and Evaluation**

Termly reminders will be sent out to parents regarding collection procedures.