



Swallowcliffe P-6

Be Safe, Be Kind, Work Hard

Student Arrival and Departure Policy

AIM

To support student's safety and participation in school the following procedures have been outlined below.

PROCEDURES

Students who arrive late to school (after 9.15am)

All students who arrive after the 9.15am school bell are required to record their late arrival time in the front office. Students go to the front office area and sign in with the front office staff to register arrival on the computer system they will receive a late slip that the child gives to their class teacher. Teachers will regularly check the late arrivals to monitor patterns and work with families to identify solutions to lateness.

Parent/Caregivers who are picking their child up at 3.00pm

All Parent/Caregivers are requested to stay outside while waiting for the school bell. This is to maximise learning time for all classes and restrict incidents of Work Health and Safety (WHS). Staying outside the blocks keeps children and families safe by avoiding collisions and congestion inside the blocks.

Parent/Caregivers who intend to pick up their child earlier than 3.00pm/ leave early for appointments etc during school times (9.00am to 3.00pm)

All Parent/Caregivers who pick up their child before 3.00pm are required to sign their child out at the school front office. Teachers will regularly check children who leave school before 3.00pm to monitor patterns and with families to identify solutions to children missing out on classroom learning times. Front Office will collect the child or call over for the student to come to the front office. Parent/Caregivers are not to go to the classrooms.

Our Mission: To empower students to recognise and optimise their full learning potential.



Government of South Australia
Department for Education

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Students who are not picked up on time (3.00pm)

Parent/Caregivers need to pick their children up from school at 3.00pm. If Parent/Caregivers are unable to do so they need to make alternative arrangements and inform the school. If we have no Parent/Caregiver phone calls and/or the child is not collected the following procedures will be implemented by the school...

1. Bring student to the front office once the rest of the class has gone.
2. Front office to ring parent/caregiver and then emergency contacts on the enrolment form (emergency contacts should be prepared to have students overnight)
3. Staff to hand over the student to a member of leadership. Student must be collected from the front office. Students will not be released to wait for or meet parents/caregivers outside the gate. Late pick up record book to be filled out in the front office.
4. Leadership to ring Police or Department Child Protection (From 4pm)

If there are repeat episodes of Parent/Caregivers not picking their child up by 3.00pm School Leadership will meet with the family to describe the action above that will be taken including CARL notifications. GOM children – discussions will take place with the Families SA case managers.

- **If Students leave the school grounds the school Absconding Policy will be followed.**
- **Staff to make Professional Judgements around Protective Practices after agreed site departure time.**

Numbers to assist when students not picked up

Department Child Protection Elizabeth office 8207 9000 and ask to speak to (in this order)

1. Case manager if known (receptionist can tell you if a child has a case manager)
 2. Duty social worker (after 1pm there is a person on duty to take basic inquiries that don't relate to a case managed child OR whose case manager is away)
 3. Supervising practitioner – the line manager of the case manager
- Crisis Care 13 16 11 – the number for FSA office when it is outside of office hours
 - Hendercare 1300 764 433 – the agency generally responsible for students who reside in emergency care (in a house with other kids and carers/ one child and multiple carers etc). Even if you call this agency the case manager from DCP still needs to be made aware of this.

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- Elizabeth Neighbourhood Police Station 8207 9411 or call this number to speak with Elizabeth Neighbourhood Policing Team.

REVIEW

This policy has been endorsed by the Governing Council.

This policy will be reviewed and updated as required ie due to new information.

Changes made 27/3/2025

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