

# 2022 Student Release Protocol (Parent Guidelines)



- Regardless of whether there is an evacuation, e.g. following an earthquake, students **will not be released until the student release protocol has been activated by the Emergency Management team.**
- Your child/children will only be released to a parent/guardian or listed emergency contact, as per our emergency contact register. **NO EXCEPTIONS!**
- During an emergency, we will be unable to attempt to contact parents/guardians. This means that the first person who arrives at the school and is listed as emergency contact will be able to sign out and leave with your child.
- We will note of who signs a student out and their destination so that a parent/guardian will know how to locate their child.
- When you arrive on our site to pick up your child, follow the instructions of our staff and remain calm. This will help the children to feel safe!

## 1. Prior to arriving:

- Know if you are a listed emergency contact and authorised to pick up. Remember that once the child is released to you, you are fully responsible for that child!

## 2. Arriving at school:

- If you are driving, park in a safe location. If possible, park in the paddock across the road to keep our car park free for emergency vehicles. **Do not block driveways, gates, or carpark drive-through.**
- **Walk** on to the site – do not run (or drive)! The school will already be following its emergency procedures. **Calmly follow the directions of the staff.**
- You will be directed to the student release area for your child/children. This may be a classroom or another building, or it may be from an assembly area outside. If you have school and kindergarten children to collect, you may need to pick up and sign out from two different assembly areas. Staff will guide you.
- Each class will have one teacher responsible for signing out children.
- Wait for your turn, identify yourself to the teacher in charge of release, and state whom you are picking up. Proceed to the next class (if picking up more than one child). When you have collected your child/ren, please leave the site.
- To pick up a child, you must be listed as their contact on the school's emergency contact register. **NO EXCEPTIONS!**

## 3. This procedure will take time!

Do not be in a hurry or panic. Our protocol is set up to make sure each child is released to an authorized adult, to account for each child, and to make the atmosphere as calm and non-stressful as possible for both the children (who are waiting) and the parents/guardians (who are checking them out).

## 4. After signing out the child(ren), we ask that you leave the kindergarten and school sites immediately.

NOTE: No child will be allowed to walk or cycle home without an adult. The school will supervise all uncollected children at school.