



PROCESS OF IDENTIFICATION FOR COLLECTING A STUDENT FROM SEVEN HILLS WEST PUBLIC SCHOOL

Effective 1 May 2023

Who can collect a student from school?

- a) A parent / primary carer as listed on school system
- b) An individual listed as an emergency contact
- c) An individual selected by a parent / primary carer

Process for identification check:

Option 1: (Preferred)

The individual provides identification which includes a photo, first name and surname.



Option 2:

An individual is known and recognised by student and can provide correct answers to a series of identification questions including first name, surname, residential address, mobile number or other.

Option 3: (For individual selected by parent)

Parent or carer provides written confirmation of who is collecting the child in writing to the school email address. Identification documents (from Option 1) are presented that match the written confirmation email.

In the event a student is unwilling to leave with an individual, the school will hold the student under their duty of care and make contact with local police who will mediate the matter.