

## RELEASING STUDENTS

### PROCEDURES:

- No student is to be released from the classroom or playground without the adult (who is collecting the student) giving the teacher a sign out slip from the office.
- If a parent wishes to withdraw a student and does not have the paperwork, please direct them to the office and explain about security, duty of care and looking after the student's interests. The student is not to be released at this stage.
- If a student is removed from the school without the appropriate paperwork, advise the office immediately.
- If you receive the paperwork for a student who is not in your class, ensure it is given to the classroom teacher immediately.
- All documentation is to be kept by the classroom teacher and handed into the office at the end of the year with the absentee notes.
- Administration must be notified immediately if a student does 'a runner' and leaves the classroom. Send another student to the office with the information.

At times there are custody issues that have the potential to cause problems. This policy supports this and allows for accurate record keeping in case of emergency evacuation.

Ensure you know which students have current court orders and their content. Custody information is found in the office, ask the office staff if you have any students in your class with active court orders.

A copy of court orders is given to the classroom teacher and DOTT teachers when new information is received.