Angaston Kindergarten
Emergency Management Plan
Student Collection Protocols

Angaston Kindergarten has a system to record children's attendance and is able to account for the presence or absence of all students during an emergency. In addition, processes exist to ensure children are only released to authorised individuals.

At Angaston Kindergarten our current procedure to account for students following an emergency response and verify authorised individuals to collect children are:

- When an emergency response is activated staff members collect the daily sign in sheets.
- As part of the emergency response procedure children's names are called out and marked against the role to ensure all children are accounted for.
- A copy of all Emergency Contacts is located in our Emergency/Excursion back pack.

Emergencies may occur at any time and often without warning. In such circumstances, it may not be possible for children to be collected by their usual family member or authorised person. Angaston Kindergarten must ensure that adequate processes are implemented to facilitate the urgent changes to collection procedures.

At Angaston Kindergarten during an emergency response these specific arrangements will be in place to accommodate for the urgent changes to collection and release procedures.

- All families will be notified via phone/sms message that the kindergarten has enacted their emergency management plan and whether or not children need to be urgently collected.

In the case of an emergency a student(s) may be collected by:

- An unathorised adult with verbal/sms permission from the parent/caregiver over the phone and proof of identification shown at collection e.g drivers licence. Staff are required to take a photo of the identification

- An unathorised adult who has pre-arranged written permission from the parent/caregiver and proof of identification shown at collection e.g drivers licence. Staff are required to take a photo of identifcation.