



POLICY	PROCEDURE
<b>Policy Name</b>	Contact Information and Authorisations Policy
<b>NESA Policy Category</b>	Safe and Supportive Environment (3.6 & 3.6.2)
<b>Related Procedures</b>	Parent/Guardian Contact Information Procedure Emergency Contacts Information Procedure Pick Up Contact Information Procedure Emergency Medical Authorisations Procedure Photo Authorisation Procedure
<b>Related Policies and Legislation</b>	Children and Young Persons (Care and Protection) Act 1988
<b>Date of Issue / Last Revision</b>	10 March 2018 30 March 2019 – Re-formatted
<b>Date Set for Review</b>	March 2021

## Contact Information and Authorisations Policy

The Central Coast Montessori Primary School (CCMPS) seeks and needs open communication with parents/guardians including all information about the student which will allow the School to make reasonable assessments of the student's needs. It is essential both at the time of enrolment and at any time **during enrolment** that parents/guardians keep the School informed about:

- Any change of family address or contact details
- Any changes to emergency contact details
- Any changes to family circumstances, living arrangements
- Any changes to personal circumstances or wellbeing of the student including any medical diagnoses or conditions that may impact on the student's ability to facilitate fully in educational activities.



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<b>Procedure Name</b>	Contact Information and Authorisations Procedures
<b>Related Policy</b>	Contact Information and Authorisations Policy
<b>Policy Category</b>	Safe and Supportive Environment (3.6 & 3.6.2)
<b>Related Procedures &amp; Registers</b>	
<b>Date of Issue / Last Revision</b>	10 March 2018 30 March 2019 – Re-formatted
<b>Date Set for Review</b>	March 2021

## Contact Information and Authorisation Procedures

### Parent/Guardian Contact Information Procedure

Parents/guardians are to provide the School with current contact information (address, phone number/s, email address) for the student, as well as for each parent/guardian, on the signed Enrolment Agreement for that student, at the time of enrolment.

It is the responsibility of the parent/guardian to ensure that any changes to this information is forwarded onto the School in writing (email or Transparent Classroom 'parent communication' form) as soon as reasonably possible. In addition, phone numbers and email addresses for parents/guardians can be updated directly into Transparent Classroom under 'profile'.

### Emergency Contacts Information Procedure

Parents/guardians are to provide the School with current emergency contact information (name, relationship to student, phone number/s) for the student, on the signed Enrolment Agreement for that student, at the time of enrolment. This information is then transferred to Transparent Classroom under the students profile.

It is the responsibility of the parent/guardian to ensure that any changes to this information is forwarded onto the School in writing (email or Transparent Classroom 'parent communication' form) as soon as reasonably possible. In addition, parents/guardians will be contacted via Transparent Classroom at the beginning of Term 1 each year to update this information if required.

In the case of an emergency parents/guardians will always be contacted first. However, these additional names are to be provided if for some reason the parents/guardians cannot be reached. On the Enrolment Agreement parents/guardians are also asked to authorise if these emergency contacts are able to collect the student and/or authorise consent to the students medical treatment or administer medication.

## **Contact Information and Authorisation Procedures (continued):**

### **Pick Up Contact Information Procedure**

In addition to providing emergency contact information, parents/guardians can also provide the School with authorised pick up contact information (name, relationship to student, phone number/s) for the student, on the signed Enrolment Agreement for that student, at the time of enrolment. This information is then transferred to Transparent Classroom under the students profile.

It is the responsibility of the parent/guardian to ensure that any changes to this information is forwarded onto the School in writing (email or Transparent Classroom 'parent communication' form) as soon as reasonably possible. Parents/guardians will also be contacted via Transparent Classroom at the beginning of Term 1 each year to update this information if required.

Names provided on the pickup authority list are able to collect the students on any given day without prior approval of the parents/guardians.

If parents/guardians would like someone other than those listed on the emergency contact or pick up lists to collect the student then the parent/guardian is required to contact the school (via phone, email or parent-communication form on Transparent Classroom) on the day of the pick up to authorise approval for the students collection. It is a requirement of the School that on the first time an authorised pick up is collecting a student from the School that they are to attend the Administration Office prior to collection as an introduction and to show identification.

### **Emergency Medical Authorisations Procedure**

In the event of an emergency, illness or accident concerning the student and if the School is unable to contact the parents/guardians or emergency contacts, the School asks the parents/guardians for consent for the School to seek medical, dental, hospital or ambulance attention, on the signed Enrolment Agreement for that student, at the time of enrolment.

It is the responsibility of the parent/guardian to ensure that any changes to this information is forwarded onto the School in writing (email or Transparent Classroom 'parent communication' form) as soon as reasonably possible.

### **Photo Authorisation Procedure**

The School asks the parents/guardians for consent to the publication of any school related material by or about the student including photography and videos, on the signed Enrolment Agreement for that student, at the time of enrolment.

It is the responsibility of the parent/guardian to ensure that any changes to this information is forwarded onto the School in writing (email or Transparent Classroom 'parent communication' form) as soon as reasonably possible.