



Cockle Bay School  
Sandspit Road  
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## Cockle Bay School Reunification Plan

### Key Information for Parents/Guardians and Adults Authorised to Collect

#### How does Cockle Bay School collect and store the information regarding people authorised to collect students?

Cockle Bay School collects the details of caregivers (as provided by parents/guardians), along with any additional people that have been nominated as authorised to collect in an emergency, on our student management system.

#### How do we communicate with parents during an emergency?

You will receive a text and/or email. This will contain a brief description of what has or is occurring, where we are and what we need you to do. We will also try to update our school Facebook page during the emergency.

The message may ask you not to come to the school until you receive further advice - your presence at the school could escalate or complicate an ongoing situation and possibly hinder emergency vehicle access. We will send a notification as soon as we are able to commence our family reunification process.

#### How does our reunification plan work?

Parents/guardians/persons authorised to collect will follow signage directing them to our "Request Gate" (if we are on site this is likely to be at the school hall entrance on Sandspit Road). Here they will be asked to complete a release form for the student/s and be required to show photo identification (the personnel working at the desk may not know you or your family members). The person collecting the child will then be directed to the "Release Gate" where the student/s will be waiting for them. Please note that students will ONLY be released to adults recorded on our student management system.

#### Why have a reunification plan?

Family reunification is the safe and documented reunion of students and families in the event of an emergency. In a time of crisis, the safest way for us to reunite families is by using this double gate system. It is an internationally recognised system that maintains a safe chain of custody for children, ensuring that your child is transferred directly from our care to yours.