

## REUNIFICATION PLAN

### Purpose

This reunification plan is to be activated in any circumstance where it is likely that families will not be able to collect children in the usual way, e.g. civil defence emergency, significant weather event, etc. This plan will ensure a controlled administrative process to allow students to safely be reunited with their families.

### Pre Emergency

- Annually request emergency lists to be updated:  
Emergency lists (used in the case of an emergency and the parent cannot be contacted)  
Approved pick up list (list of adults who the parent is happy to collect children if the parent is unable to get to school)
- Ensure Emergency Procedures pack in classrooms contains up to date class lists and a current approved pick up list.
- Ensure families are aware of the process of the reunification plan by publishing through newsletters at least once a year and upload a copy on the school website.

### During Emergency

1. Enact school evacuation plan if required. This is a continuous ringing of the bell.
2. Decision to activate reunification plan made by senior leadership team. When the all clear is given, students are moved back into classrooms if possible, or another area of the school will be determined, i.e. Hall or field.
3. Parents are notified via email, text and Facebook as soon as the need for reunification is identified. We acknowledge that this may not be possible should there be a significant Civil Defence emergency affecting electricity and telecommunications.
4. Once the reunification plan is activated students will remain under the care and protection of the school until such time as either a parent, caregiver, or an approved emergency contact collects them.
5. If the reunification plan is activated prior to 3.00pm, children will not attend After School Care. They will remain under the care and protection of the school, with staff from the after school care programmes supporting staff at school if they are available.
6. Reunification sign out lists will be in class Emergency Procedure packs. The office staff will have extra copies if required. Teachers will be reminded to ensure their lists are 100% accurate.

Child's name	Time picked up (or indicate if absent)	Print name of adult who collected	Address children are going to

7. Principal and Deputy Principal to determine family/travel needs of staff to help prioritise staggered leaving time for staff.
8. Important to have 2 people in the office area if at all possible - one who remains to answer phone/queries, one to act as a 'runner'.
9. Students may wear a name badge which are pre printed and stored in class emergency packs. This will help to identify students quickly, particularly if there are relief teachers in the room.
10. School pedestrian gates will be unlocked to allow access for parents/caregivers to pick up their children.
11. On arrival, parents or authorised alternates will be directed to their child's classroom. Their name is checked against the list of authorised people on the student's emergency contacts list. The student is marked as leaving, with the name of the person collecting, time of collection, and the address the children will be going to. Parents need to line-up patiently and wait to have their details recorded and then leave the school with their child(ren).

**No child will be allowed to leave with any other person, even a relative or a babysitter, unless they are on the contacts list, or we have written permission to that effect, or the school has been able to contact the parent/caregiver to gain permission.**

NB - Parents/caregivers who require their address to remain confidential do not need to record this.

12. All students and staff must remain inside buildings (if possible) while waiting for students to be collected.
13. As student numbers reduce, leadership may double up classes to enable staggered leaving of staff (those with young families/dependents take first priority, followed by those who live greater distances). Class emergency packs must be handed over with class details and lists enclosed. All staff must inform a member of the Leadership Team when they leave the school.
14. If children are relocated to a new space for supervision purposes, notes should be left on porch/class doors to indicate where they can be found. Consideration to be given to siblings. Reassurance given that siblings are ok and perhaps an opportunity to connect if necessary.
15. At 3.15pm all remaining children will be brought to a central location (most likely to be the staffroom) with their supervising teacher and the sign out lists.
16. Children will remain here until they are collected by an approved adult. A minimum of 2 staff members remain on site until the very last child is collected.
17. After all children and staff have left, sign out lists may be posted on the office foyer windows. This is important if we have not had access to telecommunications and there is the possibility that families do not know which approved adult their child has left with.