A collection authorisation form ensures that children and young people are collected by person(s) from programs, activities or events by person(s) who are authorised by parents or guardians.

|  |  |
| --- | --- |
| **Child or young person’s last name** |  |
| **Child or young person’s first name** |  |
| **Date of birth** |  |
| **Age** |  |
| **Gender** |  |

I ...................................... [*parent/guardian’s name*] wish to advise that I have authorised the following people to collect my child ...................................... [*child/young person’s name*] from ...................................... [*program, activity or event*].

I will ensure that the person(s) listed are able to provide identification to confirm their identity when collecting my child.

|  |  |  |
| --- | --- | --- |
| **Person** | **Relationship to the child** | **Contact phone number** |
|  |  | Home:  Mobile: |
|  |  | Home:  Mobile: |
|  |  | Home:  Mobile: |

Is there a court order in place preventing any person from collecting your child?

⃝ Yes ⃝ No

If ‘Yes’, please list the name(s) of person(s) who are not permitted to collect your child:

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Please attach a copy of the court order for our records.

Signature of parent/guardian: …………………………………………………………………………………………..………………

Name of parent/guardian: ………………………………………………………………………………………………………………

Address: ………………………………………………………………………………………………………………………………………….

Home phone: ………………………………………………………... Work phone: …………………………………………………

Email: ……………………………………………………………………………………………………………………………………………..

Date: ……………………………………………………………………………………………………………………………………………….

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Professional Standards Unit

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