

### Child Safe Collection Consent Form

<b>Child's name:</b>	
<b>Child's date of birth:</b>	
<b>Course start and end date.</b>	/ /
<b>Day and time of class</b>	/ /
<b>Collection arrangements:</b> (Please sign and complete the section below)	I <u>do not</u> consent for my child to leave the premises unaccompanied and choose for them to be collected by the designated person/people identified in the table below. <input type="checkbox"/>

The British Council believes that the care, protection and welfare of children are paramount and that all children have the right to be protected from harm. This includes our commitment to effective child protection systems and ensuring children are safely collected from British Council premises.

Please read this information carefully before you complete and sign this consent form. If you do not complete this form, your child will not be able to continue to take the course. We recommend that you keep a copy of this form for your records.

#### **Who is this form for?**

This form is to be completed by the parent/guardian of any child taking a British Council course. It provides the British Council with information about who will be collecting the child after the class.

#### **Child Safe Collection Policy**

The following applies to all British Council operations:

- A child is defined as any person **who has not reached their 18th birthday**.
- Children aged 11 years **and under** are not permitted to leave the British Council premises unaccompanied. They must be collected by the parent/carer named on this form or by a person for whom the parent/carer has provided details.
- The person identified to collect the child must be age 18 years or older and possess a valid, local ID card.
- Any subsequent change to the authorised name or list of names of people who can collect your child/children must be authorised in writing by the main parent/ guardian.

### Parents pick up and drop of policy

- Children must be dropped-off and picked-up by an authorised parent/guardian. Children should not enter nor leave the British Council premises on their own.
- Parents/ guardian are required to drop-off and pick-up children within 10 minutes of class beginning and end of each session.
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- The British Council reserves the right to refund the registration of any child who is repeatedly dropped-off and/or picked-up late.
- Leaving a lesson early for emergency reasons should be requested in writing by the parent or guardian. The person seeking the student's release must sign the register in the office.
- Late comers to class will not have missed lesson content made up. Teachers are not responsible for making up lost time lessons.

### Consent for children to be collected by the designated person/people identified in the table below:

Please note that our primary learners are permitted to leave the premises alone and the completion of the information below is **mandatory**.

**When the child is collected by the person/people listed <sup>1</sup>identification must be presented to confirm identify.**

Parent/Guardian Name	Phone Number	Relationship to the child (i.e. parent, guardian, uncle etc.)	ID Type and Number

I (your name) \_\_\_\_\_  
hereby confirm that the person/people listed are authorised to collect (child's full name) \_\_\_\_\_ at the end of the lesson/s.

In case of emergency, please contact (insert name of emergency contact) \_\_\_\_\_ on (insert telephone number) \_\_\_\_\_.

I certify that the above-named people are aged 18 years or older.

Signature (full name): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_.

**Privacy around how we use your data:** The British Council respects and protects the privacy of people who use our registration systems. The information you provide when registering will not be used for any marketing purposes and will not be shared with any third parties.

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1. Acceptable forms of identification: Kebele identification card, drivers' licence, passport,