

# Sylvia Young Theatre School



## Child Collection Policy

<b>Policy responsibility:</b>	Menifa Williams Assistant Headteacher - Safeguarding (DSL)
<b>Date reviewed:</b>	7th September 2025
<b>Reviewed</b>	Annually

## **Introduction**

It is essential that the school ensures all students leave school at the end of the day in a safe and secure way. Outside of the Sylvia Young Theatre School it is the responsibility of the student, parent/carer to ensure safe transition from school to home. The purpose of this policy is to outline the procedures and protocol for students leaving the Sylvia Young Theatre School building.

The school acknowledges that those with parental responsibility have a legal right to collect their child from school which will be respected by the school. In the event of any dispute, it is the responsibility of the parents/carers to notify the school of the arrangements that have been made. The school will of course comply with any court orders that may be in place.

## **Students making their own way home**

Students making their own way home should do so sensibly and with care. Students should ensure that, where possible, they travel with friends and refrain from engaging with members of the public who they are not familiar with. Students should go directly home and behave responsibly. Students are advised to keep their parents/carers informed if there are any changes to their journey e.g. train delays.

## **Students collected by taxi after school or during school**

If a student is being collected by a taxi it is essential that you let the school know. Students should wait at the designated area in reception. They must not under any circumstances leave the building or enter a vehicle without being accompanied to the vehicle by a member of the school staff.

## **Students being collected by a person nominated by a parent/carer**

Parents/carers must ensure that both their child and the school are made fully aware if their child is being collected by someone other than themselves. If a parent/carer has nominated a person to collect their child, who is not known to the child, please make the school aware. The student should wait at reception. The adult collecting the child should bring ID with them, which will be checked by a member of staff.

### **Medical and similar appointments during the school day**

It is not advised that students are taken out of school during the day for medical appointments, however if you are only able to get day-time appointments please ensure that the school is made aware.

### **Student leaving early due to sickness**

It is not advised that students travel home alone if they are leaving the school due to illness. However, if you give permission for this to happen the student will not be allowed to leave the building until the school nurse has **verbal permission** from the parent/carer to allow the student to leave the building. The school nurse will inform a member of the senior leadership team if a student is leaving due to illness.

### **Student leaving early due to professional work**

#### **As a general guide we follow the advice given in the document 'Chaperones working in the entertainment industry'**

Children in entertainment and performances must be in the care of their legal guardian (usually their parent/carer) or an approved chaperone at all times. Aunts, uncles, grandparents and childminders are not legal guardians (unless the courts have recognised them as such) so need to be approved in order to chaperone a child.

The school requires that any student leaving school early due to professional work is collected by a chaperone, a parent/carer or a person (over 18) nominated by a parent/carer. The student must be accompanied until they are handed over at the professional work venue.

Parents/carers must ensure that both their child and the school are made fully aware if their child is being collected by someone other than themselves when leaving for professional work. If a parent/carer has nominated a person to collect their child, who is not known to the child, please make the school aware. The child should wait at reception. The adult collecting the child should bring ID with them, which will be checked by a member of staff.

**Policy Monitoring and Review**

A copy of this policy is available to all staff and parents/carers and is published on the school website. Parents/carers will be made aware of this policy when their child is admitted to this school.

**This policy is reviewed annually**