



# Child Collection Policy 2024

Date of Policy: **3rd May 2024**  
Policy Responsibility: **Sam Gibbs (Principal)**  
Updated or reviewed: **Annually**

PERFORMERS THEATRE COMPANY

## INTRODUCTION

It is essential that Performers Theatre Company ensures all children leave school following their sessions in a safe and secure way. Outside of Performers, it is the responsibility of the child and parent/carer to ensure safe transition from Performers to home. The purpose of this policy is to outline the procedures and protocol for students leaving Performers.

The school acknowledges that those with Parental Responsibility have a legal right to collect their children from Performers which will be respected. In the event of any dispute, it is the responsibility of the parents/carers to notify Performers of the arrangements that have been made. Performers Theatre Company 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 parent or carer informed if there are any changes to their journey e.g. bus/train delays.

## STUDENTS COLLECTED BY TAXIS

If a child is being collected by a taxi it is advisable that you let Performers Theatre Company know. If Performers knows, we will follow the following procedures. Students should wait at the main desk in the waiting area. They must not under any circumstances leave the building or enter a vehicle without being accompanied to the vehicle by a member of Performers staff.

## STUDENTS BEING COLLECTED BY FRIENDS OF A PARENT/CARER

Parents/carers are advised to ensure that both students and Performers Theatre Company are made fully aware if their child is being collected by someone other than themselves. If you have asked someone to collect your child, who is not known to the child, please make the Principal or Business Manager aware. The student should wait at the main desk in the waiting area. The adult collecting the child should bring ID with them (unless they are already known to Performers), which will be checked by a member of staff.

## STUDENTS LEAVING EARLY DUE TO SICKNESS

It is not advised that students travel home alone if they are leaving Performers due to illness. However, if you give permission for this to happen the student will not be allowed to leave the building until the Principal or Business Manager has permission from you to let them leave the building.

Permission can be given via email, text or phone.