

Child Safeguarding

Young Learner Safer Collection Procedure

12.06.2024

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1 Existing/regular Procedure

1	Children under the age of 13 cannot leave the premises alone.
2	They must be collected by a parent or guardian, or somebody authorised <u>in writing</u> by the parent or guardian
3	Children aged 13-17 can only leave the premises alone if parental consent has been given <u>in writing</u>
4	If not, they must be collected by a parent or guardian, or somebody authorised in writing by the parent or guardian.
5	The consent forms need to be updated at the beginning of each term.
6	Parents need to be advised that it is their responsibility to communicate any changes to the British Council in writing.

2 Procedure for f2f classes in the context of Covid – 19

Class Category	Age cohort	Policy
Early Years	4-5 years	Parents onsite. An exclusive area has been allocated for them to remain safe keeping the recommended social distance. Only one parent is allowed per child.
Lower Primary	6-7 years	
Upper Primary	8–12years	
Lower Secondary	13 years	Parents to drop off and pick up student from the British Council premises itself. Separately demarcated area for dropping off and picking up. There are designated staff to direct the students to the respective classes and hand over to the parents maintaining the safety precautions such as social distancing. Per child only one parent is allowed.
Middle Secondary	14–15 years	
Upper Secondary	16–17 years	
		According to the policy the students of this age group can leave the premises by their own with the written consent from the parents/guardians. The parents who have requested to accompany their children by themselves or authorised adult should be provided a specifically demarcated place according to the respective age cohort

		within the premises itself to drop off and pick up their children. This should be complemented with deployment of adequate number of staff to facilitate the process of directing the students to the respective classes and handing over back to the parents going through the safety guidelines. Per child only one parent is allowed.
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3 Lanyard and students card system for the management of leaving

In order to effectively implement our leaving policy, the student card and lanyard system exists to be able to identify students who can leave the premises unaccompanied and students who must remain on the premises until they are collected by a parent or authorised person. This system also identifies that students are only leaving the premises with a parent or authorised person.

4 Colour code system

Generally, in the process of implementation of the procedure parents receive child collection slip, The child's student number is mentioned on all the cards. Students are issued a student card with **green** lanyard.

If parents give written consent for a guardian to pick up their child, then the guardian's name and NIC number has been recorded on the back of the student card by the CS team. Students who have written consent to leave alone are issued a student card with (the colour is different for each centre) lanyard. No cards required for parents.

When children are not bringing their student cards a temporary card is issued by the Customer Services. Children are advised to wear their Lanyards all the times when they are in the premises.

All the children those who are in **green** lanyards are carefully handed over to the parents/guardians by matching with collection cards.

Adult students are given a **separate colour** lanyard to easily differentiate children from young adults.

5 What if the parent has forgotten/missed to bring their card?

Ideally it would be better to check the parents' cards when they are coming to drop off their children into the premises. This will allow us to get the fact that whether the children are coming with their parents or authorised guardians. This is not in the regular practice right now due to the practical limitations. Here the principal concern is to ensure that children are leaving the premises with known/authorized person safely. The principle here is that the responsibility of bringing the child safely to the British Council remains with the parents and it's our duty of care to make sure that child is accompanied by the right person. That's why we are more meticulous on the procedure of picking up.

Students below the age of 13 years and students without written parental consent to leave their own should be picked up by the respective parents or authorized guardians(adults). One of the main instruments for the authentication is the parent's card. When a parent has not brought the own card for any reason, they must prove their identity matching the identity details mentioned on the back side of the student card. While the TA's attending this task the respective parent and child should wait in the specified area according to the class category following the guidelines on social distancing.

In the event an unauthorised person comes without the parent card to accompany a child, Staff should immediately inform to the Customer Services and security and contact the parents to make sure the authenticity of the person. The final decision of handing over the child to the particular person should taken by the Customer Services. If they are not satisfied with the identity of the person, Student Services should take the measure to call the parents or authorized guardians. The process should be handled in the specified area according to the class category following the guidelines on social distancing.

6 What if the student forgets to bring their lanyard?

During lanyard checks the staff will not give out a temporary card (as this would be shared) so they will inform the student of the student ID number which they can show during pick up. If you as the British council staff notice that the student does not have a lanyard, please do let them know their student number as this will make it easier when they leave during lanyard checking at the pick-up point. At the point of leaving, the **Young Learner Assistants** will match the students details to the parent card and then send the student accordingly.

7 Pre decide Maximum capacity:

Teams should ensure that they do not overpack a room for a workshop/event and should stop registrations when it reaches maximum capacity. This can be pre-decided before the event rolls out depending on the space available. Every centre should have the max capacity pre- decided, as spaces across India for workshops differ.

8 Minors using washrooms:

Children (6years and above) who are attending classes, need not be accompanied up to the washroom by a member of staff/support staff. A Support staff is there at the washroom entrance to monitor the children. Each classroom has two washroom passes allotted which means only two students from each classroom can use the washroom at one time. No student is assisted within the washroom.

Children (4years TO 6 years) who are attending Early Years Classes will need to be assisted by parents who will be present on site if required.

9 Entering the premises (Drop off) and leaving the premises (Pick up)

The named person identified to collect the child must be age 18 years or older. Any subsequent change to the person named to collect the child must be authorised in writing by the parent/legal guardian.

At the entrance/drop off/Pick up point Security should gently ask children to wear their ID cards when they are entering the premises. Security should check this at the time of entry as the expiry date is not mentioned on the ID card. If the course is over, then the ID card stands invalid. Children should always wear their ID cards when inside the British Council.

Parents collect student from classroom door, register is matched while handing over children. If the child is allowed to travel alone, they are allowed to let go after checking lanyard.

We anticipate blocks/ crowds here and will manage as best as we can with staff supervision and Security support. Staff please do educate students on the importance of social distancing in public areas. (Announcements to be made if possible). Students are not permitted to gather anywhere on the process.