

Policy title	Kids/Youth Drop Off and Collection
Policy area	Kids/Youth Programmes / Health and Safety
Policy available for Students – yes/no	YES
Policy detail	<p>The Learning Connexion has procedures in place to ensure the safety of children coming to and from class. They are as follows:</p> <ul style="list-style-type: none"> ● Parents/caregivers must sign in and sign out their children at the beginning and end of a class. Only people who have been previously approved by the child’s parent/caregiver may collect them from class ● A list of persons approved to collect children will be available as a hard copy in the classroom. Staff will NOT release a child to a person who is not identified on the enrolment form, unless the caregiver is contacted for authorisation ● Parents/caregivers are expected to contact the Kids Art Programme Coordinator, tutor or TLC Admissions team if their child is enrolled and will not be attending class ● Older children can make their own way to class if previous permission has been given from their parents/caregivers in the form of a signed consent form. A consent form must be signed and given to the Kids Art Programme Coordinator or tutor before the child may leave the class without being signed out ● In the event that a child does not arrive and has not notified the Programme Coordinator or tutor previous to the class, the following steps will be taken: <ol style="list-style-type: none"> 1. Parents/caregivers will be telephoned 2. If parents/caregivers are unavailable, emergency contacts will be called 3. Police will be contacted, if necessary ● If a child is not collected at the end of class, the following procedure will be followed: <ol style="list-style-type: none"> 1. A staff member will remain with the child 2. Parents/caregivers and emergency contacts will be telephoned 3. If there has been no contact with the parents/caregivers or emergency contacts within one hour of the class closing, police will be contacted and notified of the situation 4. A note will be left at the school indicating where the child has been taken. TLC’s Culture & Employment team will be informed

The Learning Connexion – TLC
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Related Procedures	
Date Created	March 2018
Review Dates	June 2020, August 2021, Jan 2023, Jan 2024
Next review date	January 2025