



Child Collection Policy

Last updated: September 2025	Next review: September 2026
Ratified by: Proprietor – Susi Earnshaw	Reviewer: DSL Katherine Tyler

The Susi Earnshaw Theatre School is committed to ensuring that all students leave the premises safely and securely at the end of the school day or when leaving early.

This policy outlines the procedures for student departure from the Susi Earnshaw Theatre School and supports the school’s safeguarding duties in line with Keeping Children Safe in Education (KCSIE 2025).

The school is responsible for safeguarding students **while they are on site** and until they are safely handed over to a parent/carer, authorised adult, or permitted to leave independently (where appropriate). Outside of the school premises it is the responsibility of the student, parent/carer to ensure safe transition from school to home.

Those with parental responsibility have a legal right to collect their child. 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 respect this right and comply with any **court orders or formal arrangements** in place. Parents/carers must inform the school promptly of any changes to collection arrangements or legal restrictions.

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.

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 (blue school gates) with a member of staff until the taxi arrives. 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 who are 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

Parents/carers should avoid scheduling appointments during the school day where possible, 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 has **permission** from the parent/carer to allow the student to leave the building. The student's wellbeing and ability to travel safely will be considered before departure

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' and the National Network for Children in Employment and Entertainment guidelines.

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.

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.

Note: 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.