



GIRL ON FIRE

19. Children: Permissions, Arrival And Collection

Owner: Course manager/DSL | Conditional: under-18 attendance

Before attendance, confirm the child's details, age, emergency contacts, who has parental responsibility where relevant, authorised collection arrangements and necessary support/medical information. Verify arrangements where family restrictions or court orders are disclosed; seek advice rather than resolving contested parental authority informally.

Explain activities, supervision, transport and communications to child and carer. Obtain permissions appropriate to the activity and child's maturity. Older children's independent travel must be specifically agreed following risk assessment, not assumed because they are teenagers.

Sign children in and out using agreed methods. Release younger children only to authorised people; verify identity where unfamiliar and check changes through a trusted contact. Keep collection details secure. Do not leave a child unattended before handover. Notify carers of material changes and provide emergency contacts.

Group children appropriately by age, needs and activity. Staff maintain oversight during breaks, toilets and transitions in ways that respect dignity. Any concern that collection would place a child at risk triggers safeguarding advice and emergency action where necessary.