



# Child Collection Policy 2026

Date of Policy: **27<sup>th</sup> March 2026**  
Policy Responsibility: **Sam Gibbs (Principal)**  
Updated or reviewed: **Annually**

PERFORMERS THEATRE COMPANY

## INTRODUCTION

This policy should be read alongside the Performers Theatre Company Safeguarding Policy.

It is essential that Performers Theatre Company ensures all children leave Performers 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.

Performers acknowledges that those with Parental Responsibility have a legal right to collect their children from us, 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.

At Performers Theatre Company, we combine strong relationships with clear, consistent expectations to ensure all students are safe at all times.

Staff will always act calmly and confidently to ensure safe collection procedures are followed. "We are kind, but we are not negotiable when it comes to safety."

Staff are responsible for ensuring that students are safely dismissed and must not allow a student to leave unless appropriate collection arrangements are in place.

## STUDENTS MAKING THEIR OWN WAY HOME

Students making their own way home should do so sensibly and with care. Students should ensure, where possible, that 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.

Performers Theatre Company operates as a mobile phone-free environment during sessions. Mobile phones are returned to students at the end of each session, allowing them to contact parents/carers where necessary regarding collection or travel arrangements.

## STUDENTS COLLECTED BY TAXIS

If a student is being collected by a taxi it is advisable that you let Performers Theatre Company know. If Performers Theatre Company is aware, the following procedures will be followed; 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 must be clearly communicated via email, phone or other agreed method and confirmed by a member of staff.

## LATE COLLECTION / UNCOLLECTED STUDENTS

If a student is not collected at the end of a session:

- The student will remain supervised by a member of staff at all times
- Staff will attempt to contact parents/carers immediately
- If contact cannot be made, alternative emergency contacts will be used
- Under no circumstances will a student be allowed to leave the premises unsupervised

If a student remains uncollected after a reasonable period of time, staff will follow safeguarding procedures and may contact relevant authorities if necessary.

In line with Performers Theatre Company's Terms and Conditions, additional charges may apply for consistent late collection.

**Ensuring the safe collection of all students is a shared responsibility between staff, students and parents/carers.**