

Partner Schools Global Network

Child Safe Collection Policy 2018





Dears,

As you may know, we are currently updating our ways of working and policies across British Council offices worldwide to ensure that everything runs smoothly for our candidates, parents and clients. We want to make sure that everyone's experience with the British Council is a positive one.

And one of these policies that have been updated lately is the child protection policy.

The British Council believes that the care, protection and welfare of children are paramount and that all children have the right to be protected from harm. This includes our commitment to effective child protection systems and ensuring children are safely collected from exam premises. In practice this means that all necessary efforts must be made to comply with the policy.

Our policy considers two axis of intervention:

- Preventative : to reduce the likelihood of a child being harmed or abused.
- Responsive : taking actions to make sure that where concerns are raised or situations of suspected harm or abuse are identified; appropriate action is taken to ensure the child is assisted and to prevent similar situations occurring again.

Hence, I would like to clarify the following aspects of the policy:

- When an exam is taking place on school's premises, any candidate **under age 18 are the sole responsibility of the school.**
- When an exam is taking place on British Council premises or on premises rented by the British Council **all candidates under age 18 will be subject to the child safe collection policy.**

This policy articulates:

- A child is defined as any person **who has not reached their 18th birthday.**
- Children aged **10 years and under are not permitted to leave exam premises unaccompanied.** They must be collected by the parent/carer or by a person for whom the parent/carer has provided written consent.
- Children aged **11 years or older are only permitted to leave exam premises alone** once parental/carer consent has been given in writing.
- The person identified to collect the child **must be age 14 years or older.**





Please consider below notes:

- Any subsequent change to the person who comes to collect the child must be authorised in writing by the parent/carer.
- The school must communicate the following information to the British Council prior to the exam taking place in the British Council premises or rented premises using attached forms.
 - Details of those children **over age 11** who are **permitted to leave premises on their own**.
 - Details of those children **over age 11** who are **not permitted to leave premises alone and who will be collecting them**.

We hope this assists you with your questions. It does not change our arrangement with you, but we do need you to send us details of candidates in line with the child safe collection policy.

Please note that The British Council respects and protects the privacy of people who use our registration systems. The information you provide when registering your candidates will not be used for any marketing purposes and will not be shared with a third party.

We hope the new update on child protection policy will be an add value.

Thank you for your kind support and understanding.

Best of luck!

Schools Examinations Services.

British Council – Jordan.

