

### Child Safe Collection Consent Form

<b>Child's name:</b>	
<b>Child's date of birth:</b>	
<b>Date of written exam:</b>	/ /
<b>Date of speaking exam:</b>	/ /
<b>Collection arrangements:</b> (Please sign and complete the corresponding section below)	<p>a) I consent for my child (<u>aged 11 years and over</u>) to leave the exam premises unaccompanied, <input type="checkbox"/></p> <p style="text-align: center;">or</p> <p>b) I <u>do not</u> consent for my child to leave exam premises unaccompanied and choose for them to be collected by the designated person/people identified in the table below. <input type="checkbox"/></p>

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.

Please read this information carefully before you complete and sign this consent form. If you do not complete this form, you will not be able to complete the registration and your child will not be able to take the test. We recommend that you keep a copy of this form for your records.

#### **Who is this form for?**

This form is to be completed by the parent/carer of any child taking a British Council test. It provides the British Council with information about who will be collecting the child after the test or provides confirmation that the child is permitted to leave exam premises unaccompanied.

#### **Child Safe Collection Policy**

The following applies to all British Council exam operations:

- 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 named on this form or by a person for whom the parent/carer has provided details.
- Children aged **11 years or older** are only permitted to leave exam premises alone once parental/carer consent has been given in writing via the completion of this form.
- The person identified to collect the child must be age **14 years** or older.

- Any subsequent change to the person who comes to collect the child must be authorised in writing by the parent/carer.

**Option 1 - Consent for children aged 11 years and over to leave exams premises unaccompanied:**

I (your name) \_\_\_\_\_  
 hereby give permission to allow (child's full name) \_\_\_\_\_  
 \_\_\_\_\_ to leave exam's premises  
 unaccompanied at the end of the test/s.

In case of emergency, please contact (insert name of emergency contact)  
 \_\_\_\_\_ on (insert telephone number)  
 \_\_\_\_\_.

Signature (full name) \_\_\_\_\_  
 Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_.

**Option 2 - Consent for children to be collected by the designated person/people identified in the table below:**

Please note children aged **10 years and under** are not permitted to leave exam premises alone and the completion of the information below is **mandatory**.

Parents/carers of children **aged 11 years and older** who wish for the child not to leave exam premises alone must complete the information below identifying who is authorised to collect the child.

**When the child is collected by the person/people listed <sup>1</sup>identification must be presented to confirm identify.**

Last Name	First Name (s)	Relationship to the child (i.e parent, carer, uncle etc)

I (your name) \_\_\_\_\_  
 \_\_\_\_\_ hereby  
 confirm that the person/people listed are authorised to collect (child's full name)  
 \_\_\_\_\_ at the end of the  
 test/s.

In case of emergency, please contact (insert name of emergency contact)  
 \_\_\_\_\_ on (insert telephone number) \_\_\_\_\_.  
 \_\_\_\_\_

<sup>1</sup> **Acceptable forms of identification: drivers licence, passport, identification card, residence card, birth certificate**

I certify that the above named people are aged **14 years** or older.

Signature (full name): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_.

**Privacy around how we use your data**

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

<sup>1</sup> **Acceptable forms of identification: drivers licence, passport, identification card, residence card, birth certificate**