

Child Safeguarding

Young Learner Safer Collection Procedure

(In the context of resuming the f2f classes during ongoing war in Ukraine)

30.07.2026

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1 Existing/regular Procedure

1	Children under the age of 12 cannot leave the premises alone.
2	They must be collected by a parent or guardian, or somebody authorised <u>in writing</u> by the parent or guardian
3	Children aged 12-17 can only leave the premises alone if parental consent has been given <u>in writing</u>
4	If not, they must be collected by a parent or guardian, or somebody authorised in writing by the parent or guardian.
5	The consent forms need to be updated at the beginning of each term.
6	Parents need to be advised that it is their responsibility to communicate any changes to the British Council in writing.

2 Procedure for f2f classes in the context of active war and sirens

Class Category	Age cohort	Policy
Early Years	4-5 years	Parents onsite. An exclusive area has been allocated for them to pick the child. Only one parent is allowed per child. In case of active air siren or other potential threat when the children are within the school premises, the parents should fill in the Annex 1 form if they wish to leave the shelter before the sirens are off. This is done every time on-site for each separate occasion.
Lower Primary	6-7 years	
Upper Primary	8–11 years	
Lower Secondary	12 years	Parents to drop off and pick up student from the British Council premises itself. There are designated staff to direct the students to the respective classes.
Middle Secondary	14–15 years	According to the policy the students of this age group can leave the premises by their own with the written consent from the parents/guardians. The parents who have requested to accompany their children by themselves or authorised adult should be provided a specifically demarcated place according to the respective age cohort within the premises itself to drop off and pick up their children. This should be complemented with deployment of adequate number of staff to facilitate the process of directing the students to the respective classes and handing over back to the parents going through the safety guidelines. Per child only one parent is allowed. In case of active air
Upper Secondary	16–17 years	

		siren or other potential threat when the children are within the school premises, the children are allowed to leave the premises only in case the parents fill in the Annex 1 form. This is also for cases if they wish to leave the shelter before the sirens are off. This is done every time on-site for each separate occasion. The filled and signed form can be also emailed by the parent.
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3 Lanyard and students card system for the management of leaving

In order to effectively implement our leaving policy, the student card and lanyard system exists to be able to identify students who can leave the premises unaccompanied and students who must remain on the premises until they are collected by a parent or authorised person. This system also identifies that students are only leaving the premises with a parent or authorised person.

4 Leaving the Premises Policy

This leaving-the-premises policy is intended to ensure both safety and simplicity.

Children in the 12-17 age group who have permission to leave independently will be issued a green card with their name written on it. They must present this card to the Teaching Assistant or Security Officer when leaving the premises.

Children in the 7-10 and 11-13 age groups who do not have permission to leave independently will be issued a red lanyard card. Teaching Assistants are authorized to release children only to a parent, guardian, or other authorized person after verifying that person's identity. It does not matter whether the child recognizes someone; we may release the child only to the individual who has been officially authorized to collect them.

The person collecting the child must be at least 18 years old. Any subsequent changes regarding the person authorized to collect the child must be approved in writing by the parent(s)/guardian(s).

At the entrance/drop-off/pick-up point, security staff should politely ask children to wear their ID cards when entering the premises and allow entry only to students listed on the register. The coordinator must prepare an up-to-date student list on a weekly basis and provide it to the Assistant, who will print and distribute it to the security staff and teachers. Children must always wear their ID cards while on the premises of the Partner School or the British Council.

5 Leaving the premises during active sirens or potential threat

Please refer to “Scenario 3: Offline Lessons” of Air Raid Policy Upd.

During active air sirens all staff and students are immediately escorted to the specially designed shelter. The parents or guardians can pick the children inside the shelter after classes end. In case the parents insist on leaving the shelter with the child during the active siren – they should fill in Annex 1 form additionally to the regular consent. This is done every time on-site for each separate occasion.

For children aged 12+ in case of active air siren or other potential threat when the children are within the school premises (even after the end of the classes) the children should relocate to the shelter. They are allowed to leave the premises before the sirens are off only in case the parents fill in the Annex 1 form additionally to the regular consent. The filled and signed form can be emailed or filled in on site by the parent.

6 Staff-child ratio:

Library floor staff also need to be briefed on who these children are and should be vigilant when they visit the library. **Please see the desired staff/child ratio:**

- 2/3 years:1 adult=4children
- 4/8 years:1 adult=6children
- 9/10 years:1 adult=8children
- 13/18 years:1adult=10children

7 Minors using washrooms:

Children (6years and above) who are attending classes, need not be accompanied up to the washroom by a member of staff/support staff as the washroom is very proximate to the classrooms. A Support staff is there at the washroom entrance to monitor the children. Each classroom has six washroom passes allotted (3 for boys and 3 for girls) which means up to six students from all classrooms can use the washroom at one time. No student is assisted within the washroom.

Annex 1

Директору
НЗ “Британська Рада Україна”

Лозовому Віктору

Від _____

(ім'я та прізвище батьків)

Тел: _____

Заява

Повідомляю, що я проінформований про наявність сертифікованого укриття, повністю усвідомлюю усю сукупність можливих ризиків, які гіпотетично можуть створювати загрозу для мого життя та життя та здоров'я моєї дитини, повідомлений що, у випадку оголошення в м. Києві повітряної тривоги ми повинні залишити приміщення закладу освіти та прослідувати в укриття, що знаходиться в м. Київ, вул. Дніпровська Набережна 14л.

У зв'язку з тим, що маю право самостійно приймати рішення щодо слідування мене та моєї дитини в укриття, та самостійно несу відповідальність за наше життя та здоров'я прошу надати можливість забрати мою дитину _____, учня/ученицю групи _____ під час сигналу “Повітряна тривога” “___” _____ 202_року о ____ год ____ хв. ____ групи.

Відповідальність за наше життя та здоров'я з вказаного часу залишаю за собою.

(дата)

(Прізвище, підпис)