# **Parental/Guardian Child Safe Collection Form**

***Cambridge Exam session***

The information contained in this Parental / Guardian Child Safe Collection form will be kept confidential and shared with British Council staff only. If you do not fully understand any of the following questions/statements, require further information or wish to discuss any of your answers, please contact the team organising the exams session immediately at [examinations@britishcouncil.rs](mailto:examinations@britishcouncil.rs)

These questions are intended to ensure that you are fully aware of the arrangements for the test day, any special risks or concerns and that we are aware of any extra support that may need to be put in place for your child. The information you provide will help us in ensuring the safety and welfare of your child at all times.

**1. DECLARATION (please circle only one statement)**

1. I hereby confirm that I will bring and pick up my child to/from the exam location on the test day for the following exam: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(e.g. YLE, KET, PET, FCE, etc.)*
2. I hereby give consent for my child to be picked up from the test location by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please insert name(s) of the person accompanying the child).
3. I hereby give consent to my child (aged 11 – 18) to leave the premises alone on the test day.

**2. ESSENTIAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Child’s Full Name** |  | |
| **Address** |  | |
| **Telephone Numbers** | Home |  |
|  | Work |  |
|  | Mobile |  |
| **Age** |  | |
| **Date of birth** |  | |
| **Gender** |  | |
| **Emergency telephone numbers** | 1. | |
|  | 2. | |

I will inform the organising team if there are any important changes to my child’s collection from the test location between the date this form is signed and the beginning of the event.

**3. CHILD PROTECTION**

I have been made aware that the British Council has a child protection policy that can be made available upon request, has a child protection statement on its website (<https://www.britishcouncil.rs/about/privacy-terms>) and is committed to ensuring the safety of my child by having:

* risk assessment
* a designated person for child protection during the test day

**4. DATA PROTECTION**

We apply the UK Data Protection Act (incorporating the EU General Data Protection Regulation (GDPR)) to all of our global operations unless the local equivalent law is stronger.

The UK Data Protection Act (and GDPR) works in two main ways. It gives individuals rights over how their personal information is used and sets out rules for organisations that process personal information.

Our [Information Security and Privacy Policy](https://www.britishcouncil.org/organisation/transparency/policies/information-security-privacy) describes how we treat personal information.

Our [Cookies](https://www.britishcouncil.org/privacy-cookies/cookies) policy describes what cookies we use on our website and there purpose.

**5. SIGNATURE**

I confirm that all details are correct to the best of my knowledge and I am able to give parental consent for my child to be part of the exam session.

|  |  |
| --- | --- |
| **Signature of Parent/Guardian** |  |
| **Print Name** |  |
| **Date** |  |