

# Security Policy for arriving and leaving British Council premises

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This security policy is designed to ensure that every parent and Young Learner has safe access to and from British Council premises.

With the expertise of our security team and collaboration from parents and students, we aim to create a safe environment with quick and easy access to classrooms, even at the busiest times. Due to security measures please note that security guards will check bags and identification of staff and customers, our team will guide parents and students to their classrooms. Please contact us if you require physical help to access classrooms.

**Secondary students (college and lycée)** should present their “Language Learning Notebook” with their photo glued to the upper the right-hand corner, to security guards. Secondary students can arrive and leave our premises unaccompanied.

**Maternelle or primary school (PS to CM2) students** can be accompanied by up to two named parents or guardians. Their teacher will give students two photo ID cards for accompanying parent(s) or guardian(s) who should add their photo and show their ID cards to the security guards. If you need an extra ID card, please contact us at the start of the year.

**Parents or guardians must accompany Maternelle or Primary** children to & from their teacher or other British Council staff member, before and after lessons. Please communicate this obligation to third parties (nannies, grandparents, friends, siblings etc.) who have your formal permission to accompany your child/children.

- Accompanying persons without a photo ID card must have a letter of authorisation signed by the parents to collect the child.
- For security reasons it is strictly forbidden for students to enter and remain in the classrooms outside of class hours and / or in the absence of the teacher.
- Please note that your child should arrive five minutes before the start of class and be collected promptly at the end of the class.
- Students are not allowed in the lifts unaccompanied.
- For security reasons we are unable to provide supervision outside of lesson times. If you arrive early, you should wait with your child(ren) outside the building.

We apologise for any inconvenience that this security measure may cause.