

Student Drop-off, Collection and Independent Travel Policy 2026/27

To ensure the safety and wellbeing of all students, parents/carers/guardians are required to adhere to the arrangements outlined below.

Failure to comply with this policy may result in safeguarding concerns being reviewed with the parent/carer/guardian and appropriate measures being implemented.

Glossary of terms

Parent/Carer/Guardian

The adult with parental responsibility for a student, or an individual legally responsible for their care and welfare.

Student

A child or young person aged 18 or under who studies music or receives music tuition at Leeds Junior Conservatoire.

Nominated Responsible Adult (Safe Person)

An adult aged 18 or over who has been authorised by the parent/carer/guardian to drop off or collect a student on their behalf.

Independent Travel

Any journey to or from Leeds Junior Conservatoire undertaken without the direct supervision of a parent/carer/guardian or nominated responsible adult. This includes travelling on foot, by bicycle, by public transport, or walking unaccompanied to or from a nearby parked vehicle.

Independent Travel Consent Form

A form completed and signed by a parent/carer/guardian granting permission for a student aged 13 or over to travel independently to and/or from Leeds Junior Conservatoire.

Drop-off

The point at which a student arrives at Leeds Conservatoire and enters the building to attend Leeds Junior Conservatoire.

Collection

The point at which a student leaves the care of Leeds Junior Conservatoire and is collected by a parent/carer/guardian or nominated responsible adult.

Responsibility Transfer

The point at which responsibility for a student's safety and welfare passes between a parent/carer/guardian (or nominated responsible adult) and Leeds Junior Conservatoire staff.

Main Entrance

The designated entrance to Leeds Conservatoire where all drop-offs and collections must take place unless otherwise communicated by LJC.

Independent Travel Consent Form

An Independent Travel Consent Form is a written agreement completed by a parent/carer/guardian which grants permission for a student aged 13 or over to travel to and from Leeds Junior Conservatoire (LJC) without being accompanied by a parent/carer/guardian or named responsible adult.

By signing the form, the parent/carer/guardian confirms that they:

Give permission for their Student to travel independently to and/or from LJC.

Have assessed their Student's ability to travel safely and responsibly.

Have assessed the risks of travelling through Leeds City Centre.

Understand that LJC cannot supervise students once they have left the Conservatoire building or before they arrive at the start of the day.

Accept responsibility for the student's welfare, safety, and conduct whilst travelling independently.

Agree to notify LJC immediately if they wish to withdraw or amend their consent.

Independent travel may include walking, cycling, travelling by public transport, travelling alone to a nearby parked vehicle, or making other unsupervised journeys to and from LJC.

Approval of an Independent Travel Consent Form is at the discretion of Leeds Junior Conservatoire and may be reviewed or withdrawn if safeguarding concerns arise. LJC reserves the right to refuse or revoke independent travel arrangements where it is considered necessary to safeguard the wellbeing of a student.

A completed and approved Independent Travel Consent Form must be held on file before a student is permitted to leave LJC independently. Verbal permission or informal communication cannot be accepted in place of a completed consent form. This is not the same for a student leaving early, please consider that a separate matter.

Signing in and out

Students who are 12 and under will sign in downstairs and students 13 and over will sign in at the LJC desk. Once signed in students will go to the Café/bar to await being taken to their first lesson by their tutor.

Leaving Early

Parents/carers are required to notify LJC in writing in advance.

For students aged 12 and under, they should always be collected by a parent/carer or nominated responsible adult and should not be permitted to leave independently.

For students aged 13+ who have consent for independent travel, they could leave early independently where the parent/carer has specifically confirmed in writing that they are happy for them to travel independently at that non-standard time.

You will need to sign out at the LJC desk and if we do not have written permission via email from parent/carer/guardian then we cannot allow you to leave before the standard LJC finish time.

Students Aged 12 and Under

All students aged 12 and under must be dropped off at the start of the Leeds Junior Conservatoire (LJC) day and collected at the end of the day by a parent/carer/guardian or a named responsible adult.

Drop-off and collection must take place at the main entrance of Leeds Conservatoire. Responsibility for the student transfers to LJC once the student has entered the building. Responsibility transfers back to the parent/carer/guardian or named responsible adult when the student is collected at the end of the day.

Students aged 12 and under are not permitted to travel to or from LJC independently under any circumstances. If a parent/carer/guardian wishes another responsible adult (different to the named responsible adult) to collect their Student, this arrangement must be communicated to the LJC office in advance.

Students Aged 13 and Over

Students aged 13 and over must also be dropped off and collected at the main entrance to Leeds Conservatoire by a parent/carer/guardian unless an Independent Travel Consent Form has been completed by parents/carer/guardian and approved by LJC.

By signing the Independent Travel Consent Form, the parent/carer/guardian acknowledges and accepts responsibility for the risks associated with their Student travelling independently to and from Leeds Junior Conservatoire. Responsibility for the student transfers to LJC when they enter the building and returns to the parent/carer/guardian once they leave the building.

We recommend a charged mobile, appropriate emergency contacts on mobile and LJC email. We recommend staying away from the Bus Station as though there are frequent police officers patrolling, it can be a high-risk area.

Students Turning 13 During the Academic Year

If a student turns 13 during the academic year and wishes to begin travelling independently, a parent/carer/guardian should contact the LJC email to request an Independent Travel Consent Form. Independent travel arrangements will not commence until the completed form has been received, reviewed, and approved by LJC. Students will not be permitted to leave independently unless an approved consent form is held on file.

Late Collection

Parents/carers/guardians are expected to collect students promptly at the end of the LJC day. If a parent/carer/guardian is unexpectedly delayed, they should email the LJC office as soon as possible. In the event of a significant delay and where contact cannot be established, LJC will follow its procedures to ensure the safety of the student. This may include attempts to contact the primary parent/carer shortly after the agreed collection time, followed by the other emergency contacts if they cannot be reached. Where nobody can be contacted within a reasonable period, or the building is due to close, the Designated Safeguarding Lead could then seek advice from Children's Social Work Services, the Emergency Duty Team and/or Police depending on the circumstances.

A member of staff will remain with the student until appropriate arrangements have been made and no staff member will transport students' home in their own vehicles.

Concerns about the Person Collecting a Student

If a member of staff has reasonable cause to believe that an adult collecting a student is under the influence of alcohol or substances, or is otherwise unable to safely care for the student, the student will not be released into their care. Staff will contact another named parent/carer or emergency contact and seek safeguarding advice from the DSL and relevant statutory services where required.

Contact Information

Parents/carers/guardians are responsible for ensuring that all emergency contact details held by LJC are accurate and kept up to date throughout the academic year. This information may be used if a student is not collected as expected or in the event of an emergency.

Updating your Information

Any changes to collection arrangements must be communicated to the LJC office in advance via email. This also applies if a parent/carer/guardian or named responsible adult is running late for drop off or pick up, please email junior@lcm.ac.uk and let us know.