



LETCHWORTH EDUCATIONAL SETTLEMENT
229 Nevells Road, Letchworth Garden City, SG6 4UB
Registered Charity No 311085

CHILD ATTENDANCE POLICY

Purpose of policy

The policy sets out the circumstances where children can attend Settlement courses, workshops and events.

Scope of policy

The policy applies to all children and those adults responsible for any child attending Settlement courses, workshops and events.

Statement of policy

The Settlement is an adult education centre and courses, workshops and events are specifically for individuals over eighteen years old. However, in certain circumstances, and subject to the conditions set out in this policy, children may be allowed to attend them.

Courses and workshops

- Children can attend courses and workshops if they are 16 years of age or over, or in exceptional circumstances 14 years of age or over.
- Attendance requires the approval of the Settlement Manager and the course/workshop tutor prior to enrolment.
- It is required that a child is accompanied by a responsible adult. If a child of 16 years of age or over wants to attend a workshop or event without a responsible adult, the written permission of the adult will be required in advance of attendance.

Events

- The policy does not apply to a child attending an event, such as a musical one, with a responsible adult. However, we expect the responsible adult to ensure the event is age appropriate.
- We reserve the right to ask a child and their responsible adult to withdraw from the event if we consider for any reason that it is not suitable for the child to attend.
- If alcohol is sold or served at an event, children aged younger than 16 will not be allowed on the Settlement's premises unless they are accompanied by a responsible adult. Furthermore, no child or young person under the age of 18 will be allowed to purchase or to consume any alcohol while on the premises. In any cases of doubt, proof of the young person's age by means of valid ID will be sought in order to establish that they are at least 18 years old.

Conduct

- We expect any child attending a course or workshop to conduct themselves in line with our Learner Charter.
- We expect any child attending an event to also conduct themselves appropriately.
- The responsible adult accompanying a child will be responsible for their conduct, safety and well being.
- Should a child's conduct fall below that expected we reserve the right to ask them and their responsible adult to leave the Settlement's premises.

Settlement membership

- Children are exempt from membership if they attend a course.
- However, we require notification of the date when they will reach the age of 18 so we can remove their exemption from our records.

Fees

We do not offer reduced rates for children.

Review date: January 2029

Associated policies

Membership

Safeguarding

Guidance note on sale of alcohol at Settlement events approved 14 January 2021

**This policy was reviewed and reconfirmed by the Committee at its meeting on 26
January 2026**