



Dear Parent/Carer,

RE:Safeguarding

Keeping your child safe at all times is crucial to us. It is extremely important that we are aware of all the adults that may collect your child(ren) from school. Please can you list below all of the adults that you authorise to collect your child(ren).

If your plans change during the day and you need someone else to collect your child who is not on the list you must inform the school office as soon as possible.

If an adult comes to collect your child who is not listed below and we have not had a phone call message to tell us about that person collecting, we will NOT let your child(ren) go home with them.

Name of Child(ren) \_\_\_\_\_

Full name of Adults who can collect my child(ren)	Relationship to child

Name \_\_\_\_\_ Signed \_\_\_\_\_

