



St. JOSEPH'S PREPARATORY SCHOOL
Part of the Edmund Rice Family

September 2016

Dear Parents / Carers,

As part of our Safeguarding Children Policy we ask that all parents whose children suffer an injury outside of school i.e. a cut knee from falling off their bike or a bruised arm from a rugby match, would inform the school by filling in one of the enclosed 'Appendix A' forms. It is paramount that we receive the form when the child next attends school, this will ensure that our safety records are kept in order and up to date.

If you have any questions regarding this form, you can contact me direct.

Thanking you in anticipation for your attention to this letter.

Yours sincerely

S. D. Hutchinson .

Mrs S. D. Hutchinson
Headteacher BEd

St Joseph's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Headteacher: Mrs S.D. Hutchinson BEd
Rookery Lane, Trent Vale, Stoke on Trent, ST4 5RF Tel: 01782 417533
Email: enquiries @stjosepsprepschool.co.uk



Appendix A

Injury on Arrival Form

St. Joseph's Preparatory School
Safeguarding Children

Child's Name: _____ Date: _____

Injuries / Injury Noted: _____

Date of Injury / Injuries: _____ Time of Injury / Injuries: _____

Colour of Mark: _____

Location on Child's Body: _____

Description of how Injury / Injuries occurred: _____

Parent / Carers Signature: _____

Staff Signature: _____ Date & Time: _____

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