



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

1<sup>st</sup> September 2014

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**



## 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: \_\_\_\_\_

*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 Fax: 01782 849327**  
**Email: enquiries @stjosepsprepschool.co.uk**