

# ST. DAY & CARHARRACK COMMUNITY SCHOOL



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Dear Parents/Carers

## IMPORTANT SAFEGUARDING PROCEDURES FOR ALL PARENTS

We know that if your child was in need of urgent assistance whilst at school, you would want to be contacted immediately. We need your help to ensure this can happen.

Recently we have had a couple of emergency situations and have not been able to get hold of parents in a timely manner due to your emergency contact information being incorrect. When there is an emergency, we need to be dealing with your child as a priority and quite often need to get hold of you instantly especially if there is an important decision to be made which could involve the police or hospital. For every child we need to have at least **3 emergency contact numbers**. Your children and their safety are our priority at all times and we would be very grateful for your support with this.

Please find attached a contact form for your child. **Please check this carefully** and amend as necessary so we can update any changes on our system. Going forward, please remember to inform the school office immediately or in advance **if you – or any of your child's emergency contacts -** have a change of phone number due to any of the following:

- New mobile number
- Change of address leading to a new home number
- Change of job leading to a new work contact number
- Any changes involving a temporary phone number change (e.g. a parent away for a week and change of landline).

In addition, if you allow your child to leave school without you collecting them – to walk home alone or to walk up the road to meet you in the village – a walking home consent form will need to be completed and returned to the office so we can dismiss your child from our care. Please contact the office who will be able to give you a form. This permission form only needs to be completed once for the academic year. Please talk to your child about having a back-up plan if you miss each other.

We thank you for your support with this.

Yours sincerely

Susannah Storey  
Headteacher

