



Permissions

As your child starts OOSC we ask for a number of permissions to be given by you for various activities that may take place during the sessions. This letter is for you to keep, so that you are aware of the permissions we have requested. We ask you to sign the accompanying permission slip and return it to school for our records. We would also at this time like to ask you to set a password, please see overleaf.

Walks in the grounds

As part of the programme of activities, we sometimes take the children for supervised walks in the school grounds. Each time we do this, we will undertake a visual risk assessment before the children are taken from the nursery rooms. The purpose of this letter is to seek your permission for your child to accompany us on these occasions.

Photographs

There are many occasions when we may wish to take photographs of children. These include during activities, and special events or trips, for information leaflets, guidance booklets and our website. We may also take pictures to use for staff training purposes and to share our good practice with other and professionals. On no occasion is the address or name of any child ever released, unless specifically requested.

The purpose of this letter is to seek your permission to photograph your child when appropriate. All images taken may be examined at any time by you or your child and should you grant permission you are able now or later to withdraw your approval and we will be happy to remove your child's name from our register. Should you decide to deny approval, we will endeavor never to photograph your child. However, I feel I must inform you that if this is the case there may be times when your child will be denied the opportunity to appear in school events at which the majority of parents have given their approval for photographs to be taken.

We may also use photographs on our website or other publicity material. Please could you indicate whether you are happy for your child's photographs to be used in this way.

Passwords

The safety of the children in our care is of paramount importance; we seek your support in our security measures to limit the chance of any confusion.

Please supply us with a password that can be used should any person other than yourself or your usual representative have to pick your child up in unexpected and unforeseen circumstances

The password should be one simple and straightforward word that can be easily remembered, perhaps a favourite toy, pet, maiden name, a significant place or colour.

We would be grateful if you could continue to give us prior warning of any change, either in person or by telephone, so that we might reassure your child should they be upset by the change in their normal routine.

If you have any questions, please do not hesitate to contact the OOSC Manager Fiona or another member of staff. If you change your mind at any time, you can let us know by emailing welliesatwhinmoor@outlook.com or by telephone on 07592 081 905 or visiting in person.