

Maidenbower Junior School
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Headteacher: Mr S Pike BA (Ed) Hons NPQH

Dear Parents and Carers,

Monday 12th October 2026

We are writing to remind you of the safeguarding procedures that apply to all children attending externally run clubs on our school site.

To ensure the safety and wellbeing of all children, we ask that the following procedures are followed at the end of each club:

- * Children must be collected by an adult who has been authorised to collect them.
- * At the end of the club, children will remain with the adult leading the club until they are collected.
- * The adult collecting the child will be asked to confirm who they are collecting and, where appropriate, the club leader will ensure that the child is comfortable and happy to leave with them.
- * No child will be permitted to leave the club and walk home independently, regardless of their age.
- * If someone other than the usual authorised adult is collecting your child, please ensure that the club leader has been informed in advance and that the person collecting is appropriately authorised.
- * If there is any uncertainty about who is collecting a child, the child will remain with the club leader until the situation has been clarified with the parent/carer.

These procedures are in place to ensure that every child is safely handed over to an appropriate adult at the end of the club and that no child leaves a club independently. We appreciate your cooperation in following these arrangements and supporting our commitment to safeguarding all children.

If you have any questions about these procedures, please contact the club provider or the school office.

Thank you for your continued support.

Kind regards,
Miss Kerry Negus
Deputy head and DSL
Maidenbower Junior School