

Main/Registered Office: Signposts, 58 Regent Road, Morecambe, LA3 1TE

Telephone : (01524) 419021

Fax : (01524) 411541



E-mail: signpostsmarc@signposts.org.uk

Website: www.signposts.org.uk

Community
Legal Service



**“Working to Empower the Community”
in Lancashire and Cumbria**

Pamela Beswick - Project Director

Help Point

Also:-

Preston Office: (01772) 734888 Carnforth Office: (01524) 732807

“Taking Children Out of The Building” Policy

** On these occasions it is essential that you give your written consent.*

We may decide to take children out of the building to the local park, for example. If we do we will have made arrangements to have extra staff on duty to increase the adult to child ratios to 1:2 and we will have completed a Risk Assessment.

There may be times when the children will travel in a mini bus or car and at these times we will always ensure that appropriate arrangements are made e.g. Child safety seats and suitable seat belts.

Please complete the attached form to give consent for your child to be taken out of the building whilst in the care of staff.

Many thanks

Pamela Beswick
Project Director

April 2006

Charity Registration Number: 1117645
Member of AdviceUK (previously FIAC)

Company Limited by Guarantee: 5990592
Registered in England and Wales



Children's Fund



Promoting City, Coast & Countryside

North Lancashire
Primary Care Trust



INVESTOR IN PEOPLE