Policy and CP Letter to Parents / Carers Sample

<Name of Youth Club>

Dear parent/carer

Our responsibility for the young people who attend the club is to ensure their safety and well-being at all times.

To help us do this, we have a Child Protection, Staff Vetting, Health & Safety and Equalities Policies which apply to paid staff and volunteers involved with the club. These are designed to help protect your son / daughter and everyone who attends <Name of Youth Club>.

You can get more information and copies of these policies from XXX, who is our Child Protection Officer / Safeguarding Lead (delete as appropriate). S/he is XXXXXXXXXXXX. S/he can be contacted on XXXXXXXX, or at the club on <XX> evenings or by email XXXXXXXX.

<Name of Youth Club> is committed to creating and maintaining a safe environment for your son / daughter to enjoy.

We produce a guide for parents and carers about keeping young people safe. You can pick up a copy from the youth club.

Yours sincerely

Chair of <Name of Youth Club> Management Committee