

The Hollow Lane Club



c/o Ellen Tinkham School
Hollow Lane
Exeter EX1 3RW
01392 463823
email: admin@hollowlane.org.uk

CHILD COLLECTION PROCEDURE

Recently there have been incidences when children have been collected other than parents/carers. For the safety of the children and the peace of mind of our staff the following procedure has been introduced.

Please nominate below up to 4 people who may collect your child from any of the Hollow Lane Club's, should you as a parent/carer be unable to do so.

1st named person

Relationship to child

2nd named person

Relationship to child

3rd named person

Relationship to child

4th named person

Relationship to child

If an alternative person to those named above will be collecting your child on the day, you as the parent/carer should ring the Hollow Lane Club mobile number and let us know the name of the person who will be collecting your child. A password should also be given.

Signed (parent/carer)

Name of child

Date