 ***Felixstowe*** ***Youth*** ***Development*** ***Group***

**54** **Cobbold** **Road,** **Felixstowe,** **Suffolk,** **IP11** **7EL**

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***Registered* *Charity* *No.* *1102380 Registered*** ***Company*** ***No.*** ***04125056***

Dear Parent / Carer,

Occasionally it may be necessary for our staff to transport young people in their own car. This is done under strict guidelines. These include:-

* Permission has been given by the Project Manager.
* There is good reason for carrying out this action.
* The staff member has business insurance on their vehicle.
* The staff member must let the project manager know once the young person has been returned home.
* Parental permission must be given for each trip / visit.
* If possible there should be 2 members of staff in the car.
* A copy of this form must be kept on file in the Office.

I give permission for my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To travel by car with (Staff members name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any dietary / allergic reactions / additional needs we should aware of? Yes No (If yes please state below)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff / Driver signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yours sincerely,

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**Shez Hopkins**

**Project Manager**





