

Appendix D: Sample Letter to Inform OFSTED

OFSTED National Business Unit
Royal Exchange Buildings
St Anne's Square
Manchester
M2 7LA

Dear Sir/Madam

As advised in our Diocesan Child Protection Guidelines, I am writing to inform you that we are planning an activity which will involve children under 8 years old but is exempt under category 14, i.e: the activity will take place on a particular premise on 14 days or less each year.

Below are the details of this event.

Name of Event:

Premise:

Date(s):

Times:

We expect approximately (expected number) of children and will have (number of staff) staff available, giving a ratio of (ratio of children to staff).

We abide by our diocesan child protection guidelines; leaders have been checked through the Criminal Records Bureau in accordance with these guidelines.

Yours faithfully

Name

Position in Group/Church