

Early Years School

Antonie van Dijkstraat 1
1077 ME Amsterdam
Tel.: 020-67 97 840
Fax: 020-67 21598
Email: info@britams.nl

Infant School

Jan van Eijckstraat 21
1077 LG Amsterdam
Tel.: 020-67 93 060
Fax: 020-66 21 390

**Junior School &
Secondary School**

Fred. Roeskestraat 94A
1076 ED Amsterdam
Tel.: 020-67 90 183
Fax: 020-47 09 573

Strictly Private and Confidential
Designated Safeguarding Lead

SCHOOL NAME

DATE

Dear Sir/Madam

Request for Child Protection Records

In accordance with The British School of Amsterdam's Child Protection procedures, we are required to check with the previous school of a newly enrolled pupil if there any Child Protection concerns or records, and ask for them to be passed on to us.

CHILD'S NAME has enrolled with us from your school. If you have any child protection records for this pupil, please send them to me in a sealed enveloped marked 'strictly confidential'. It would be helpful if you could complete and return the attached form, even if there are no child protection records relating to the pupil mentioned.

If you have had any concerns about this pupil under the UK Prevention of Terrorism Act (Prevent Programme) please send them to me in an enveloped marked 'Strictly Confidential' as above.

If there are any particular concerns, I would be happy to call you to discuss them in order that we can ensure we provide appropriate support. My contact details are by telephone 0031 20 6797840 or by direct email: h.rigelsford@britams.nl

Any records passed on to me will be kept confidentially in a locked cabinet in accordance with our Child Protection procedures and only accessed by the CP Designated Person. If I receive further information or disclosures, it may become necessary to disclose those records to the appropriate external agency.

I would appreciate a response to this request within two working weeks of this letter.

Yours sincerely

Mr P Morgan Principal

Bankers

ABN AMRO Bank

Apollolaan 171
1007 AS Amsterdam
Account no: 44.27.70.855
IBAN no: NL15ABNA0442770855
BIC (Swift) no: ABNANL2ANNL15ABNA0442770855

Kamer van

Koophandel

K.v.K. Amsterdam
Stichting no.: 40530919

CONFIDENTIAL - CHILD PROTECTION RECORDS

Please complete a separate form for each of pupil.

Pupil name: _____

Is currently enrolled at (name of school): _____

	No child protection records are held at the previous school for the pupil named above
	No 'Prevent' records are held at the previous school for the pupil named above
	Enclosed are the full child protections records from the previous school for the pupil named above

Please tick one box only

Signed:

Print Name:

Position:

School Stamp:

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