**Date:** [24th January 2017]

Address line 1

Address line 2

Address line 3

Town/County

Postcode/Eircode

Dear [parent/guardian]

**REF: Safeguarding responsibility for your son/daughter - [insert name] in an unregulated placement.**

Thank you for allowing [insert name] to participate in the Pope John Paul II Award. To achieve their Award, [insert name] has chosen to volunteer in an unregulated placement with [insert the organisation] as part of their social awareness hours. Responsibility for safeguarding must therefore pass to the parent/guardian.

Will you as parent/guardian take full responsibility for [insert name] while volunteering with [insert the organisation] and will you satisfy yourself that [insert name] they will be safe at all times?

YES/NO (cross out as appropriate)

You understand that the Pope John Paul II Award and the Diocese of [insert name] take no responsibility for your son/daughter while volunteering with [insert the organisation] as it falls outside the scope of the Diocesan/School and Parish Safeguarding Policy.

YES/NO (cross out as appropriate)

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yours sincerely

*[Diocesan Coordinator]*