# Tradesperson Safety Letter

INSERT LOGO and address

Dear Tradesperson,

While working in our Service it is extremely important that you help us ensure the safety of all children. You can do this by:

* always letting the Nominated Supervisor/Director know when you arrive and leave
* signing in and out on our visitor register
* securely closing any gate or door behind you
* never leaving tools or equipment in a place that children can access- even for a moment. For example, young children may be injured if they
  + swallow small objects like screws, nails and batteries that are within reach
  + swallow or touch paints, turpentine and other chemicals that are within reach
  + climb or pull over unattended ladders
  + play with unattended power/manual tools.

Additionally, if children are present please ensure there’s at least one staff member in the area where you’re working, and only interact with any child under the supervision of a staff member. These measures are designed to protect you from any allegations related to child protection.

The children enjoy visits by tradespeople and like watching work in progress very much. Your co-operation and understanding regarding the above safety points is appreciated.

Kind regards,

<insert name of Nominated Supervisor>

Nominated Supervisor

<insert date>