



# PASSPORTS

**"There is no requirement for school staff to complete passport application forms as this is not an educational activity"**

The Governing Body has agreed that teachers at Cardinal Road Infant and Nursery school regrettably, will not be able to sign passport applications for security reasons. The Governing Body is committed to ensuring the safeguarding and well-being of the pupils and staff.

The decision has not been taken lightly and all aspects have been considered. Apologies for any inconvenience caused.

Signed.....

Date.....

Reviewed: Autumn 2009, Autumn 2013, Autumn 2017, Autumn 2021

Review Date: Autumn 2025

