



Password Collection Policy

Policy statement

Nether Green Nursery's policy is to ensure all children are safe both in and outside of the setting. This policy includes our guidelines to who we feel should have responsibility for the collection of a child.

Procedures

If you are ever unable to pick your child up or someone else will be picking your child up from nursery on a regular basis the following procedure must be followed.

No child will be allowed to leave nursery with anyone other than you (parent/carer) unless a member of staff is informed on the child's arrival at nursery or by telephone. It is best practice to have been introduced to the named person before releasing the child but if this is not the case the same password must be given to both parties. The password will be asked for when the named person arrives at nursery to collect your child. This is for everyone's safety, most of all the child's.

This information will then be stored in the child 'Child Entry forms' for if the situation ever occurs again.

- If in advance you know your child will be picked up by someone different please bring the named person in to nursery to be introduced to the team.
- If this is not the case please give a password to the named person and tell the nursery team the same password.
- When you drop your child off that morning the nursery team must be informed that someone different is picking your child up.
- If the named person has previously been introduced, the named person will be recognised when he/she arrives at the door.
- If due to circumstances the named person has not been introduced and password has been given, the password will be asked for before entering the setting.
- If the password is correct the child will be released with the named person.

Any further information regarding this policy please see the management team.

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