We value the trust parents/carers put in us to safeguard their children, because of this we have put into place a password system which only enables adults who know the password to collect the child. This password system is a security system set up for the safety of all the children in our care and is only effective if good communications are maintained and procedures followed.

Please inform staff, prior to home time, of the person who will be collecting your child. If the person who arrives at the Pre-school does not know the password, then unless we can contact the parent/carer to confirm their identity, they will be unable to leave with the child. Please remember all collectors should be over the age of 18, otherwise we are unable to let your child go with them.

**Name of Child:** ..................................................................................... (please print)

**Parents/Carers names:** *Please print the names here of the two regular carers who will be collecting your child from St Joseph’s Pre-school. We may only ask you for the password at the beginning of your child’s time at the Pre-school, when we are still becoming familiar with parents/carers or if a member of bank staff is on home time duty.*

|  |  |
| --- | --- |
| **Name 1:**  ........................................................... | **Relationship to the child:**  ........................................... |
| **Name 2:**  ........................................................... | **Relationship to the child:**  ............................................. |

**Additional relatives or friends:** *We will ask these people (please print name) for the password on every occasion they attend to collect your child, unless you specify to us not to do so.*

**Name:** ...........................................................................................................................................

**Name:** ...........................................................................................................................................

**Password:** *Please choose a password (please print), this must be given to relatives or friends only if they are collecting your child. This password will be updated annually unless yourself or the staff at St Joseph’s Pre-school feel the password has been overused and is no longer secure.*

**Password:** ............................................................ **Date:** ...........................................

*Please complete and return to Natalie Finn-Powers,*

*Lead Practitioner at St Joseph’s Pre-school*