

Safeguarding and promoting children's welfare

1.9.1 Password system

Policy statement for St Joseph's Out of School Club

We value the trust parents/carers put in use to safeguard their children, because of this we have put into place a password system which only enables adults (ie. 18+) 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.

Procedures

- Please ensure you have registered your password and named person(s), who may collect your child, on the password section on the online enrolment form.
- Ideally please bring the named person(s) you have elected to collect your child with you when you pick up your child and introduce them to the Play Leader. If this is not possible, then please provide a recent photograph of said person(s) which will be kept in your child's file.
- Please ensure that the named person(s) you have elected to collect your child knows your password and the child's date of birth.
- If you know in advance that someone else, other than the named person(s) on your enrolment form, is collecting your child, please let us know in advance, either when you drop your child off or via email or phone call.
- If you inform us by email or by telephone, then please ensure that you submit your password and confirm the date of birth of your child, so that we can verify. This is also the case if you telephone asking for details of your child. We wish to be as vigilant as possible as safeguarding your child is our priority.
- Once we have established a regular pattern of who is collecting your child and on which days and the staff are familiar with that person, we will not need to ask for a password or the child's date of birth, unless you specifically ask us to do so.
- If you have frequently used your password and have given it to several people and are, therefore, worried about the security of this system, then please send in a new password and we will update our records. If your password is rarely or never used, then we will only ask you to change this annually when you update your child's records.
- Any person arriving to collect a child without a password or knowing the child's date of birth, will not be allowed to take their child, unless we can contact the parent/carer to confirm this.

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating Policies	23.01.2023