

Safeguarding children

1.9.1 Password system

Policy statement for St Joseph's Pre-school

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 system* form in the enrolment form provided with the parent pack.
- 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 Lead Practitioner. 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,
- 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	K Coupe	Policy created	Sept 2014
2.0	Committee	Reviewed and updated as necessary	Sept 2015
3.0	K Coupe & N Powers	Updated and version controlled	23 Jan 2019

Password System Form

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 and the date of birth of the child to be able 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 and the child's date of birth, 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 and child's date of birth 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:

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Name 2:

Relationship to the child:

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

Name:

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: