**Winford Village Pre-School**

**Collection of children policy**

During the induction process children’s parents are asked to choose a password that an unknown responsible adult gives Preschool staff if they are picking up a child.

Children will only be released into the care of the adult if they have the correct password.

Responsible adults are adults over the age of 16 years old, unless they have parental responsibly.

If a responsible adult is unable to collect the child, this need to be arranged in advance with the Preschool manager or deputy and will be considered on a case by case basis.

The policy was adopted in November 2020

Signed:

Date:

Review date: November 2021