



Collection of Children Policy

- We will only release your child to those permitted to collect your child, as agreed in the contract.
- Our contract may also list people who are authorised to collect a child/children occasionally or in exceptional circumstances. If so we will only release your child to them if parents have notified the setting prior to their arrival.
- If parents would like your child to be collected by anyone else, they need to let the setting know both verbally and in writing.
- If we haven't met the person collecting your child before, we will ask to see their identification and for the pre-arranged password.
- If at any time we are unsure of the identity of the individual collecting the child, we may refuse to release your child until we are satisfied that we have had confirmation from you over the identity of the person.

This policy was adopted by: Tribe Incorporated Ltd

Dated: 9.1.24

Date to be reviewed: 9.1.25

Written by: Alexandra Stewart

Role: Owner/Director/DSL/SENCO

Signed on behalf of provider: