



Play • Learn • Grow

Christ the King site (registered office):
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Password Procedure

The password system is a security system set up for the safety of all the children in our care and is effective if good communications between Pre-school and parents/carers are maintained.

Procedures

- Please ensure you have provided your password and named person(s), who may collect your child.
- Please ensure that the named person(s) knows your password.
- If someone else other than the named person(s) on your Information Form is collecting your child please let us know in advance (advise them of your password).
- You can change your password at any time to ensure a high level of security for your child. First Step Pre-school Ltd will update the records accordingly.
- Any person arriving to collect a child without a password will not be permitted to take that child, unless we can contact the parent/carer to confirm this.

This policy was adopted at meeting of	First Step Pre-school Committee	name of setting
Held on	Sept 2021	(date)
Date to be reviewed	Sept 2022	(date)
Signed on behalf of the management committee	Signed copy available to view at pre-school	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	