



**RELEASING CHILDREN TO SOMEONE OTHER THAN
KNOWN PARENT OR CARER**

The safety of your child is of paramount importance.

If you wish us to release your child to someone other than yourself or an approved person who usually collects your child from nursery, we require a letter, email or a telephone call to that effect. In the case of a telephone call, a password will be set up. We will also require contact details for that person. In the case of an email or letter submission, an accompanying photograph of the person will be requested.

Such special instructions will be entered in the room log for other staff to refer to. If no such instruction is received and someone other than you or the usual approved person arrives to collect your child, we will try to contact you by telephone for your approval.

If we cannot contact you, we will NOT release your child until you authorise us to do so, or until you or the usual person comes to collect your child.

In the event of you no longer wishing us to release your child to a previously approved person you must inform us IN WRITING with appropriate details.

This policy will be reviewed in April 2024