**Multiple Contact Policy (EYFS September 2025)**

**Policy Statement:** At Little Acorns preschool, we are committed to ensuring the safety and well-being of the children in our care. This Multiple Contact Policy outlines our procedures for situations where multiple individuals may be authorised to collect a child from our setting, in line with the EYFS 2025 requirements.

**Authorised Contacts:**

* Parents or legal guardians will provide a list of individuals authorised to collect their child from the setting.
* Only those individuals listed as authorised contacts will be permitted to collect the child.

**Identification Verification:**

* Staff members will verify the identity of individuals collecting children by asking for a predetermined identification password.

**Written Consent:**

* Parents or legal guardians must provide written consent for each authorised contact, specifying their name, relationship to the child, and contact details.
* Consent forms will be securely kept on file and regularly updated.

**Communication:**

* Parents or legal guardians will inform the setting in advance about any changes to the authorised contacts list.
* If an unauthorised individual attempts to collect the child, the preschool staff will immediately contact the parent or legal guardian for verification.

**Emergency Contacts:**

* Parents or legal guardians must provide up-to-date contact information for emergency contacts who can be reached if primary authorised contacts are unavailable.

**Temporary Changes:**

* Temporary changes to the authorised contacts list must be communicated clearly to the setting manager in advance.
* Staff will verify these changes before releasing the child to anyone not listed on the standard authorised contacts list.

**Conflict Resolution:**

* In the event of any disputes or concerns regarding authorised contacts, Little Acorns will work collaboratively with parents or legal guardians to find an appropriate resolution.

**Child's Safety:**

* The setting will prioritise the child's safety by strictly adhering to the authorised contacts list and following identification verification procedures.

**Alignment with EYFS 2025 Changes:**

* Our policy reflects EYFS 2025 updates emphasising rigorous safeguarding measures, clear communication with families, and ongoing monitoring to ensure children's safety and security.

Signed: Chairperson  
Date: September 2025