

Multiple Contact Policy (Updated EYFS September 2025)

Policy Statement: At Butterflies Nursery, 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:

- Manager and staff members will verify the identity of individuals collecting children by using 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 nursery 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 in advance.
- The setting 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, the setting 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.

Review and Monitoring:

- This policy will be reviewed annually or more frequently if necessary, to ensure compliance with EYFS 2025 requirements and any legislative or local guideline changes.

- Feedback from parents, legal guardians, and staff members will be encouraged to continuously improve our multiple contact policy.

Signed: Chrissie Day

Date: 2nd July, 2025