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## Child Collection Policy

The Parachute club staffs continuously follows the guidelines with in this policy everyday.

Parents are asked when a child starts club to provide a password and photos, names and addresses of all persons collecting children.

Parents are expected to inform the club if there are any changes to collection of a child, on doing so they will be asked for the person's full name and a brief description

If an unknown person arrives to collect a child without prior notice being given to the club, this person will be asked to wait outside until staff have made contact with the child's parents or other emergency numbers.

When a parent has given permission for a child to go with the unknown person, they will then be allowed into the club and be expected to follow all clubs policies

Policy introduced as a clubs working document 26/03/2008, 17/1/11, Jan 2013-20/03/2015 .01/08/2018