

POLICY & PROCEDURES FOR LOST OR UNCOLLECTED CHILDREN

POLICY FOR UNCOLLECTED CHILDREN

We expect children will be picked up at the usual time. If it should not occur we will assume an emergency has caused the delay and will instigate our procedure, unless parents contact our pre-school to let us know they will be delayed.

PROCEDURE

15 minutes late

- Parents of children collected up to 15 minutes later than expected will be advised this contravenes our registration and may leave us without insurance cover.
- Parents will be reminded of the correct time and asked if there is a genuine reason for the late collection.
- Parents will be reminded that they should telephone our pre-school before the collection time to notify the setting they have been delayed.
- If it happens without a genuine reason more than 3 times in 2 weeks then parents will be advised the risk losing their child's place.

30 minutes late

- Children who are not collected within 30 minutes of the expected time will become the responsibility of the Social Services Department. The person in charge of the session will:
 - 1) Call the parents on given contact numbers, if no one is available they will,
 - 2) Call the additional emergency contact numbers, if no one is available they will,
 - 3) Call the Social Services Duty Team and request collection of the child.

Children collected between 15 and 30 minutes later than expected will be deemed to be present for an additional hour and parents will be charged for this time, as two members of staff will have remained in the setting.

At all times two members of staff will be present and they and the child will remain on the pre-school's premises until Social Services collects the child.

POLICY & PROCEDURES FOR LOST OR UNCOLLECTED CHILDREN (continued)

POLICY FOR LOST CHILDREN

In the unlikely case of a child going missing while in the care of the pre-school the person in charge of the session will follow the procedures below:

PROCEDURES

- Contact the parents to inform them what problem has occurred.
- Instigate a search of the premises or area, without causing undue panic amongst other children.
- If the child is not on the premises or area the search will be widened to the surrounding area.
- If the child is still not found then the local police will be contacted and a full search will be carried out by the police service.
- During this time a correct adult-child ratio will be maintained.
- After the event the security procedures will be reviewed.
- All relevant parties of findings, implications and outcomes of review will be informed.