



LOST CHILD OR FAILURE TO COLLECT A CHILD POLICY

Policy:	For a Lost Child or Failure to Collect a child
Aim:	The safety of the child as paramount importance
Responsible Officer:	Supervisor
Information Included:	Lost child, failure to collect a child, example of emergency contact list
Related Documentation:	Emergency Contact Lists, Registers and Incident Reports
Other related policies	Outings

Aim

The safety of the child is of paramount importance to us and as such we have procedures to follow in the event of a child being lost, whilst at preschool, or when a parent/carer fails to collect the child at the end of the preschool session.

All parents will provide, on enrolment and annually at the beginning of each new academic year, a list of emergency contact numbers. It is the responsibility of parents to inform preschool as soon as possible if these numbers change i.e. moving house or changed circumstances.

There needs to be telephone numbers for the parents/main carers and at least one number of another relative or responsible adult in the event of parents being not contactable. (Ideally one number should also be a mobile phone.)

Lost Child

A register is taken at the beginning of each session. A separate record will be taken of those children staying for the longer lunch session.

At all times during the session the main front door will be locked and the side gates to the outdoor play area also secured. At the end of each session, when parents come to collect their children, there is a danger that, another child could leave unnoticed. Therefore, parents should be encouraged to close the gate to the road behind them on every occasion and one member of staff should stand near the door as children and parents leave.

Once it becomes apparent that a child is missing, all remaining children will be asked to sit on a mat in the main hall and a register taken. The Supervisor, remaining in the hall in charge of the children and accompanied by a member of staff will immediately telephone (using a mobile telephone) the parent. If there is no reply, the other emergency numbers will be followed in order.

At the same time, another member of staff or parent/carer will check the area outside the immediate Village Hall boundary and re-check all indoor and outdoor areas within the village Hall

If the child still cannot be found after 10 minutes of the search then the Police will be contacted immediately and their advice followed. Finally, the Chair of the Committee must be informed of the events.

During any search, the child to adult ratio of the remaining children will need to be maintained and so additional adult help from other staff or parents must be sought as appropriate. Speed of response is very important.

Following the incident the Supervisor must write a report in the incident book on the events detailing what happened, the procedures followed and any lessons learnt. The committee and OFSTED must be informed

This procedure will also be followed if a child becomes lost on a Preschool outing.

Failure to collect a child

If 10 minutes after the end of a session the parent/carer has not collected the child, the Supervisor must begin contacting the emergency numbers on the child's records.

If this occurs at the end of the morning session, then the child can remain in the Village Hall with those children staying for the Lunch Session. Staff should check however, that the adult to child ratio is sufficient, if not, a member of staff due to go home will be required to stay or another member of staff will be asked to come in.

If this occurs at the end of the Lunch Session then two staff, or one member of staff and Chair of the Committee, who have had enhanced level Criminal Records Bureau check, must remain with the child until the parent or the alternative adult from the Emergency Contact List has arrived. It may be necessary, if the Village Hall is to be used by another group, for the staff to take the child to a suitable place of safety which is insured, for example, the school.

If no person can be contacted after 30 minutes then while the Supervisor continues to regularly telephone the numbers, social care will be contacted for guidance – 0845 0349410. If this fails to provide any help, then the Social Services Department Customer Relations Unit will be contacted for help and guidance – 01609 779999. If necessary the Police may be contacted to look after the child.

As preschool is a charity, any additional expenditure occurred in operating this procedure will be passed to the parent concerned. A fine of £10 per half hour shall be paid to preschool to cover staff costs and we will seek to recover any reasonable additional expenses incurred. If no carer can be contacted to collect a child then social care must be notified.

Following the incident the Supervisor must write a report, for the Committee, on the events detailing what happened, the procedures followed and any lessons learnt and the incident reported to OFSTED
