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Registered Charity Number: 1044583

Ofsted number: 253986

**Uncollected and Lost Child Policy**

**Uncollected**

If a child is being collected by someone other than the parent/carer then staff must be informed either at drop off or by phoning preschool on the day.

If a child is not collected at the end of their session, after 10 minutes staff will call the parents phone numbers. If contact cannot be made, staff will then attempt all other contact numbers for that child.

At least 2 members of staff will stay with the child for up to 1 hour.

If after an hour the child has still not been collected, staff will contact CADS ( Children’s Advice and Duty Service) on 0344 800 8021

If staff cannot contact CADS, staff will call the police on 101. Staff will remain with the child until they have been collected by the relevant authorities.

Under no circumstances will staff go to look for parents or leave the setting with the child.

A full written record of the incident will be kept in the child’s file.

Late collection of a child may incur a fee to cover staff costs.

**Lost**

The possibility of losing a child in our care is very slight, however we do have procedures in place should such an incident occur.

Once a child is confirmed missing the manager will be immediately informed. The immediate area will be searched thoroughly by one member of staff without causing concern to the other children, who will be brought together by remaining staff for a group activity.

If the child is not found on the premises then the search will be widened to the surrounding areas. The police will be informed immediately and the parents contacted.

At all times the adult to child ratio will be kept as high as possible to ensure continued safety to the remaining children.

Once the child is located there will be a review of the security and improvements made if required and OFSTED will be informed.

**Outings**

When Preschool outings are planned, written permission is required for each child attending if their parent/carer is not accompanying their child.

For all outings the ratio of children to adult is 2:1.

If a child is found to be missing on an outing the following will occur:

-As soon as it is noticed that a child is missing staff on the outing ask children to stand with their designated person and carry out a headcount to ensure no other child has gone astray.

-One staff member to immediately undertake a thorough search of the immediate area.

- Phone 999 (give name, location, name and description of the child/staff, name of the preschool and any other relevant information eg medical conditions of child)

- Responsible person to ring preschool manager, if not present on outing and inform the venue of the situation.

-Manager to go to the venue/location if possible.

- Manager to contact parents/child protection officer and keep informed of what is happening.

- Manager or Responsible person to wait for police/ambulance in case of injured persons.

-Staff must do a written report of the incident.

- Notify Ofsted.

- An investigation of how the incident happened will be carried out and policies/procedures reviewed.

- Manager will inform the Preschool Committee of the incident.