

Missing and Uncollected Children POLICY

Children left in our care by their parents/carers will be supervised in a safe and secure environment operating under the OFSTED dictated ratios of adult to child care or better. Parents/carers will be responsible for their own children's well being both prior to and after sessions.

Child safety will be monitored through close adherence to the setting's safeguarding and health and safety procedures and policies, which may be read in conjunction.

Missing Child Procedures

Should a child be discovered missing from the setting the following procedures will be followed,

- a) The Coordinator will be informed and will gather all cared-for children and staff together and effect a roll call.
- b) Any available staff across the site will be directed to make a coordinated search of the immediate environment within the building, the enclosed outdoor grounds, the immediate site beyond the enclosed childcare perimeters, lastly checking briefly beyond the immediate site to include the local roads.
- c) Should the child not be located the parents and police will be contacted immediately.
- d) The incident will be recorded on an Ofsted Complaints log.
- e) The Centre Manager will be informed as soon as is practicable.
- f) Should the police be alerted to a child's disappearance a full report will be written and sent to OFSTED with an action plan to assess and minimise future risk.

Uncollected Child Procedures

Should a child remain uncollected from childcare after ten minutes beyond their session close time, without any parental contact being received, the following procedures will be followed.

- a) The child will be reassured and his/her well-being ensured.
- b) At least two members of staff will remain within the setting at all times.
- c) The parents / carers will be contacted.
- d) Should the parents remain non contactable any emergency contact numbers provided will be utilised.
- e) If all contacts fail CYPS duty worker and, if necessary, the police should be informed and requested to collect the child.
- f) On no account will members of staff or any other unauthorised persons be allowed to take the child from the premises. (This may only happen in the most extreme circumstances if there is consent in place from a parent with PR and CYPS are in agreement.)
- g) The late collection of a child resulting in the need for staff to initiate contact with CYPS / Police will be recorded on an incident log.
- h) A late collection fee of £15 will be charged at the discretion of the coordinator.
- i) The Centre Manager will be informed, will sign the incident report, de-brief and agree any actions in consultation with the team.
- j) If a child is collected by Police or CYPS a full report will be submitted to OFSTED

This policy should be read alongside the uncollected child flow diagram.

Policy formulated on: _____

Policy last reviewed on: Dec 15

Signed: *J. Westacott*