



## **Procedure for late collection/ lost children**

### **Uncollected children**

If a child is collected late (after 6pm, when the nursery closes) the child's parents will be contacted, if they have not already contacted the nursery to advise the staff of late collection. If the parent(s) cannot be contacted, then the staff will contact another person on the Emergency Contacts. If no person can be contacted at this point 2 members of staff will stay with the child and continue trying to contact parents and Emergency contacts. Staff must continue to contact parents/emergency contacts until 6.30pm. If this is unsuccessful then the Local Authority Social Care Department will be contacted. They will collect the child and inform the police of the incident.

If the child is found then the first port of call is for the Manager to contact parents and all other relevant bodies involved in the search.

A full written report of the incident will be recorded and filed. Ofsted will be informed of the incident in writing. The report will include the incident and the outcome and what Risk Assessments took place.

### **Lost children**

If a child is lost in or out of the nursery the procedures are as follows:

- Staff must try to find the child but not at the risk of the other children on the outing or in nursery.
- Extra staff may be brought in to search so that the other children in care remain safe and within ratio.
- All staff must be made aware and keep contact at all times to be aware of any changes to the situation.
- A member of staff must inform the Proprietors or Nursery Manager of the incident.
- Proprietors or Nursery Manager must contact the police and also inform parents, in full of the incident.
- An investigation would be set up as to how the child had gone missing. Relevant Risk Assessments would be put in place.
- Ofsted will be informed of the incident in writing. The report will include the incident and the outcome and what Risk Assessments took place.

Reviewed February 2016

Next Review Date February 2017