

## Missing Child Policy and Procedure

**If a child were to go missing whilst in the care of the Pre-School, staff would ensure the following procedures were undertaken:**

- **Two members of staff will be instructed to check that all exits are secure and locks in place – in the event all exits being secure a systematic search will be made inside the premises, covering all areas, if it has been possible for a child to go outside un-noticed a search of the outside surrounding area will be made.**
- **The Manager will contact the parent/carer.**
- **The police will be informed.**
- **Remaining members of staff will ensure other children are kept safe, calm and continue as normal.**
- **A register will be taken to ensure no other children are missing.**

**Reviewed/adopted at a committee meeting on:**

**Signed:**

**Role:**

### Late collection of children

**In the event that your child is not collected on time at the end of a session, we will firstly attempt to contact the parent/carer usually responsible for the collection of your child, we will then contact the other parent/carer if appropriate before contacting authorised people stated on your child's registration form as having permission to collect your child, if we are unable to contact a suitable adult to collect your child two members of staff will remain on the premises with your child, in the event that none of the emergency contacts listed for your child can be contacted we will contact the child's local 'Children's Care Centre'. A charge of £5.00 for each 15 minutes late will be charged to cover the costs of staffing incurred.**

**You are requested to inform the pre-school if you are unable to return on time and make alternate arrangements for the collection of your child.**

**Reviewed/adopted at a committee meeting on:**

**Signed:**

**Role:**