

BARTON PRIMARY SCHOOL AND EARLY YEARS CENTRE.



THE NON-COLLECTION OF CHILDREN POLICY & LOST CHILD

DATE: SPRING 2009
TO BE REVIEWED: SPRING 2011



The Non-Collection of Children Policy

Statement of Intent

In the event that a child is not collected by an authorised adult at the end of a Nursery session/day, the Early Years Centre put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

Please also see the Safeguarding Policy and related policies in the Safeguarding File.

Aim

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

Parents of children starting in the Early Years Centre are asked to provide specific information which is recorded on our Admission Form, including:

- Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour's;
- Place of work, address and telephone number (if applicable);
- Mobile telephone number (if applicable);
- Names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from nursery, for example a childminder or grandparent
- Information about any person who does not have legal access to the child.

On occasions when parents are aware that they will not be at home or in their usual place of work they will inform the Nursery before the session begins.

On occasions when parents or the persons normally authorised to collect the child are unable to, they inform the teachers responsible for the child. We agree with parents/carers how the identification of the person who is to collect their child will be verified.

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that - in the event that their children are not collected from Nursery by an authorised adult and the staff can no longer supervise the child in our premises we apply our child protection procedures as set out in our child protection policy.

If a child is not collected at the end of the session/day, we follow the following procedures:

- The office staff questioned for any information about changes to the normal collection routines;
- If no information is available, parents/carers are contacted at home or at work;
- If this is unsuccessful, the adults who are authorised by the parents as emergency contacts to collect their child from Nursery - and whose telephone numbers are recorded on the Admission Form - are contacted;
- All reasonable attempts are made to contact the parents/carers, for example a neighbour is contacted or another member of staff visits the child's home;
- If all the above attempts are unsuccessful, a member of staff will contact the local Social Services (01983 525790).

LOST CHILD POLICY

Statement of intent

Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out our Off site visits policy and the exit/entrance procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing our lost child procedure is followed.

If at any time during a child's stay with us they become lost, the following procedure will take place:-

- As soon as it is noticed that a child is missing staff will alert a senior member of staff.
- The senior will carry out a thorough search of the building and outdoor areas.
- The register is checked to make sure no other child has gone astray.
- Doors and gates are checked to see if there has been a breach of security.
- If the child is not found, the parent is contacted and the missing child is reported to police (0845 0454545)
- The senior talks to the staff to find out when and where the child was last seen and records this.
- A written report will be made and kept on file.