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## Procedure for Lost or Uncollected Children

### Uncollected Children

**We expect children will be picked up at the arranged time. If this should not occur, we will assume an emergency has caused the delay and will instigate the following procedure, unless the parent/carer contacts us to let us know that they will be delayed.**

Parents/carers of children collected up to 15 minutes later than expected will be advised that this contravenes our registration and may leave us without insurance cover. They will be reminded of the correct time for collection and asked if there is a genuine reason for the late collection. Parents will be reminded that they should telephone us before the collection time, where possible, to tell us if they have been delayed.

Children who are not collected within 30 minutes of the expected time will become the responsibility of the Social Care Services. The person in charge will:

- Call the parent/carer on given contact number. If no-one is available they will;
- Call the additional emergency contact numbers. If no-one is available they will;
- Call the Social Care Services Children and Young People's Duty Team and request collection of the child.

At all times, two members of staff will be present and they and the child will remain on the setting's premises until Social Care Services collect the child.

### Lost Children

If a child goes missing while in the care of the setting, the person in charge will:

- Instigate a search of the premises/area without causing undue panic amongst other children, whilst maintaining the correct adult/child ratios;
- Contact the parents/carer to inform them;
- If the child is not on the premises/area, widen the search to surrounding area, whilst continuing to maintain the correct adult/child ratios;
- If the child is still not found, contact the Police to conduct a full search;
- Review security procedures after the event;
- Inform all relevant parties, including Ofsted, of the findings, implications and outcomes of the review.

This policy was adopted at a meeting of the Playgroup held on

Signed on behalf of the Playgroup .....

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