



Lost or uncollected Child

Policy statement

In the event that a child is not collected by an authorised adult at the end of the playgroups session, we will put into practice the agreed procedures. These ensure that the child is cared for safely by an experienced and qualified practitioner who is known to the child. We inform the parents/guardians of our procedures so that if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

Procedures

Method

Collection Details

Parents/guardians of children starting playgroup are asked to provide specific information which is recorded on our registration form which includes:

- Home address
- Telephone numbers
- Place of work/contact number at work
- Names, addresses and contact numbers of adult/s authorised by the parents/guardians to collect their child such as child minder/grandparent/neighbour
- Information about any persons who do not have legal access to the child.

Uncollected Child

On occasion when the parent/guardian are aware that they will not be contactable on the numbers provided they will have to provide alternative contact for that day.

On occasion when the parent/guardian or person authorised to collect the child is not able to collect, they will have to inform playgroup and provide the above information. We agree with parents/guardians how the identification of the person who is to collect the child will be verified.

Parents/guardians are informed that if they are not able to collect their child as planned, they must inform us so that we can begin to implement the back up procedures.

If a child is not collected at the end of the session/day, we take to following steps:

- contact is made with the parent/carer
- If this is unsuccessful, the adult who are authorised by the parent/guardian to collect is contacted,

- All reasonable attempts are made to contact the parents/guardians or a home visit is made by a staff member,
- The child stays at playgroup in the care of two fully vetted staff members until the child is safely collected.
- The child does not leave the premises with anyone other than the named on the registration form.
- If no-one collects the child and the premises are closing or member of staff are no longer available to care for the child we contact social care and inform ofsted.

A full written report of the incident is recorded and depending on the circumstances, we reserve the right to charge parents/guardians for the additional hours worked by our staff.

Lost Child

A risk assessment of possible dangers is included in this policy.

If a child is found to be missing from playgroup a member of staff will be allocated to search both inside and outside the property of the Presbytery.

The search should not last longer than 15 minutes before others are contacted.

Parents/guardians are informed without delay and police is informed via a 999 call. Staff will also inform ofsted of situation.

All other children in playgroup will be kept inside and involved in activities in one room in order to have an over view.

Information is given to the police with parents/guardians permission which will include a current picture of the child.

A full written report will be kept on the child's file and a full risk assessment will be recorded for the child.

Following this the current risk assessment will be review to order to improve the safety of the children.

Useful website;

www.ofsted.gov.uk

www.safeguardingchildren.co.uk

Further guidance

This policy was adopted by	Carlton Playgroup Ltd	<i>(name of provider)</i>
On	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	