Growing Together Federation

Bowerdean Nursery School
Henry Allen Nursery School
Mapledean Nursery School

Non-Collection / Missing Person / Lost Child /

The Non-Collection of Children

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 nursery school 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.

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 child will be properly cared for.

Procedures
Parents of children starting in the nursery as asked to provide specific information which is recorded on our Admission Form, including:

- Home address and telephone number
- Place of work, address and telephone number (if applicable);
- Mobile telephone number (if applicable);
- Names, addresses, telephone numbers of adults w ho 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 out contact telephone number. We also inform parent 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, and the parents has not telephoned to inform us they will be late, we carry out the following procedures:

- The 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;
- If all the above attempts are unsuccessful, a senior member of staff will contact The First Response Team one hour later than collection time;
- In the meantime two members of staff will remain with the child and make them comfortable.

Persistent lateness will result in charging parents for the additional time worked by staff.

Missing person / Lost child from the setting

Aim
The purpose of this procedure is to give all practitioners, helpers and parents a clear and concise guide to managing this critical incident.

Method
This document must be made available to all staff and helpers and taken on any outings. A copy must also be stored in the emergency folder. This procedure is two pages long.

If a child goes missing from the setting:

1. This must be reported to the headteacher and deputy headteacher immediately stating what has happened.
2. Thoroughly search the school buildings and grounds.
3. A register must be taken by the class teacher to ascertain that no other child has gone missing. Children will be asked to engage in a quiet activity whilst the search is undertaken. If outside in the garden, all children will be escorted back into the building.
4. Doors, gates and fencing must be checked for evidence of route taken.
5. If, after a reasonable search has taken place, the child still remains unfound, a missing child report must be made to the police and the child's parents or emergency contacts will be informed.

THIS SHOULD HAPPEN NO LATER THAN 15 MINUTES AFTER THE CHILD WAS FIRST FOUND TO BE ABSENT.

6. The person reporting the missing child should advise the police of their name, organisation, the name of the child and given a clear description of the child and what they were wearing.
7. The governors should be informed as soon as possible.

If a child goes missing from a supervised outing

In addition to the above procedure the following must also be observed:

- As soon as it is noticed that a child is missing, staff must ask the children to stand with their appointed person. The teacher must complete a head count. One member of staff must perform a search in the immediate area only.
- If in an indoor venue or enclosed venue, the teacher must contact the venue's security for assistance and then follow the procedure below.
- If not on the trip, the headteacher must be informed immediately.
- If, after a reasonable search has taken place, the child still remains unfound, a missing child report must be made to the policy and the child's parents or emergency contacts will be informed by the teacher.

THIS SHOULD HAPPEN NO LATER THAN 15 MINUTES AFTER THE CHILD WAS FIRST FOUND TO BE ABSENT.

- The governors must be informed as soon as possible.
- The remainder of the children, staff and helpers should return to the agreed rendez vous immediately.

The investigation

After any critical incident, an investigation must be undertaken, regardless of the outcome, and revised procedures communicated to parents, staff and governors.