

# **Policy for Prevention and Dealing with Lost or Uncollected Children**



## Policy for Prevention

A risk check list is carried out before every morning session. Registration takes place at the start of the session together with a head count. Before outside play, a member of staff checks that the area is still secure. During the session staff are deployed appropriately both inside and outdoors to maintain ratios. When taken from the premises e.g a walk around the local community the ratio is one adult to four children at all times (With parental permission) a relevant risk assessment will always be completed and our safe conduct procedure will be followed. Policy following loss of a child

It is our procedure that if a child is lost:

- The premises will be checked thoroughly to ensure that the child is not there.
- The parents will be contacted
- The police will be contacted on telephone 01234 841212 / 101
- Children's Services will be informed, to contact these on 01234 223599
- Ofsted will be informed and an incident report completed. Notification will also be made to the Local Authority.

If a child has not been collected from pre-school for 10 minutes after collection time:

- The parents will be contacted to ascertain reason for lateness
- The emergency number will be contacted if the parents are not available
- Children's Services will be informed if the time period is 30 minutes or more.
- Two qualified members of staff will stay with the child until necessary.