

## **St Helen's Pre-school Late Collection of a Child and Missing Child Policy**

### **Late Collection of a Child**

In the event of late or non collection of a child the main concern of the staff will be for the safety of the child.

If parents/carers know that they will be late collecting a child they should let Pre-school staff know as soon as possible, indicating when they expect to arrive. Having this information can help to prevent a child becoming distressed.

If nobody arrives to collect a child and staff have not heard from the person due to collect, they will try to contact the alternative emergency contacts nominated by the parents.

If staff have been unable to contact a parent or nominated carer within 20 minutes it will be necessary to contact South Gloucestershire Social Services to take advice and arrange for temporary care.

Late collection is charged at £20 per hour, pro-rata for each 15 minutes or part thereof.

Policy updated 8.9.10

## **Missing Child**

In the event of a missing child, during a session, pre-school staff will immediately search the premises for the child. The main hall, entrance hall, cloakroom, toilets, kitchen and all rooms at the back of the hall not routinely used during sessions will be searched. The garden will be searched and the outside area immediately surrounding the building. If the child is not found during this search the pre-school manager (or session leader if the manager is not present) will immediately call the police, parents/carers and a member of the management committee. The manager/session leader will nominate an adult to continue searching until the child is found or until further advice can be taken from the emergency services.

It will be the responsibility of all staff to ensure that other children are not alarmed or frightened as this can lead to panic. Staff should remain calm throughout.

## **Forest school sessions**

In the event of a missing child during a forest school session, pre-school staff will immediately try to locate the child using calls with which the child is familiar. (Can you hear me? One, two, three, where are you?) If this is not successful small group searches will take place for no more than five minutes. If the child is still missing the forest school leader, or adult nominated by the Forest School leader, will phone the police, and the child's parents. Staff will return the other children to pre-school, the extra staffing ratio on these sessions will allow for one member of staff, nominated by the forest school leader, to remain in the forest school area to continue searching and to act as a point of contact for the emergency services.

Further actions will be guided by the advice of the emergency services.

Policy updated 12.10.11