



Policy in the event of a missing or uncollected child

In the event of a child going missing the following procedure will be observed-

All staff will be alerted and the missing child identified by means of the register.

Two staff will be allocated to search the premises inside and in the immediate vicinity outside while the remaining staff will gather the rest of the children together in one room.

If the missing child is not found the emergency service will be alerted followed by the missing child's parents/carers.

Advice given by police officers will then be followed.

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In the event of a child not being collected by its parent/carer the following procedure will be observed –

The pre-school will endeavour to make contact with the child's parent/carer by telephone, if there is no response then the contact person nominated on the child's details form will be contacted. Please see our late collection policy.

If there is still no response, then the pre-school manager or deputy manager will remain on the premises with the child for a reasonable period of time.

In the event of not being able to contact any of the relevant people nominated and after half an hour, advice will be sought from the social services department as to what to do next.

This Policy was adopted at a meeting of the pre-school held on 23rd August 2024.

Signed on behalf of the pre-school: Rebecca Horseman (Manager)

Date to be reviewed: 23rd August 2025.