Lost child/Uncollected child policy

Procedure to be followed if a child is not collected or if a child is lost.

In the event of a child not being collected from nursery, staff are aware that up until the child is collected there must be at least two members of staff present. After Fifteen minutes staff are to phone the parent/carer, if there is no reply they are to try all emergency numbers to gain information about the whereabouts of parent/carer.

After an hour, if no one knows where the carer might be, no message has been received and no one is able to collect the child the police must be informed.

The child must be kept unaware of this procedure and kept happy, calm, and re-assurance given. The child will be with a known member of staff in the nursery.

# A Lost child

If a child goes missing while at nursery, all doors and exits will be checked first, followed by staff checking all areas of the building thoroughly, including outside. If the child cannot be found the parents must be informed before phoning the police. Staff are made aware of any parental problems/ separation, divorce. It must be considered that the child has not necessarily left the nursery independently but has been snatched or taken by a known adult without collection agreement.

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