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| Name of Policy: | **Child Collection/Lost Child Policy** |
| Name of Setting: | **Busy Bees** |
| Overall Aim of Statement: | Busy Bees Pre-school needs to ensure the health and safety of the child is not put at risk, and cause as little distress as possible. |
| Specific Objectives/ Statements and Procedures for how you will achieve each one: | * The children are supervised at all times by a member of staff. * A member of staff stands at the door to welcome the children into Busy Bees each morning. The member of staff moves away from the door ONLY when all the children are in Busy Bees and the last parent has left the building. The outside door is then locked. * The supervision ratio is maintained outside at all times. * On arrival all parent/carer’s are asked to sign into the pre-school/ holiday club. This will include detail such as * The child’s name * Time child arrived * Name of parent/carer dropping off the child * Who is to collect the child   On leaving the building the parent is asked to sign out, if this is not possible then a member of staff will oversee this time of departure.  **Lost Child**   * Start a systemic search of the building * Gather remaining children into one large group with one adult whilst the rest search. Check with adults and children if they know anything about the missing child – who saw the child last, when and doing what. * Check any accessible outside area. * One member of staff to alert the parents whilst the rest check the school premises, alerting school reception and the School House Nursery. * If the child lives within walking distance of the playgroup, one member of staff will make the journey on foot to catch up or intercept the child. * If the above steps do not locate the child the police will be called. * Staff will build up a record of the events in the Accident and Incident book, listing the last sighting of the child, any unusual behaviour, times of search, and notification of parents and Police. * The Chairperson will be informed as soon as possible. * The Chairperson will call Ofsted informing them what has happened, what action has been taken and the timing, and who has been informed and when. * A call will be made to the insurance Manager at the current Insurance Company * Busy Bees Pre-school will conduct a full internal investigation which will be made available to all parents/carers having first disclosed it to the parents of the child concerned. * A written report on what took place will be kept on file in the office. A thorough review of this policy and procedure will be undertaken by the play leader * At carpet time a discussion will take place to make the children aware that they are not allowed to leave the premises until it is time for them to go home * Other parents will be given accurate information as rapidly as possible, either in a short meeting when they collect or the next morning, or a note will be sent home. * In dealing with the media the group will appoint a spokesperson (usually the chairperson). All adults will be advised about what they should say i.e. a full investigation is in hand, and that enquiries should be referred to the spokesperson. Advice will be sought from the Pre-school Learning Alliance PR department. * When the child is found remember that the child may be afraid and in the need for comfort. It provides a good opportunity to talk to all the children to ensure they understand that they must not leave the premises and why.   **Uncollected Child**   * Two members of staff have been designated as “emergency carers” Suzanne Sumner and Gail Callard. If either are absent a DBS checked member of staff or committee will remain to ensure that 2 adults are in attendance. * Busy Bees Pre-school will ensure that the Parents/Carers of children starting the pre-school supply specific information on the registration form including * Home Telephone number * Work Telephone number(if applicable) * Emergency Contact number * Names, addresses and telephone numbers of people who might regularly collect the child from playgroup. * And are made aware of the white board which must be filled in if child is being collected by someone other than the named carer. * If a child is not collected the following procedures are followed. * The parent signing in book will be checked. * If no information is available, attempts will be made to contact parents/carers at home or work as appropriate. * If above unsuccessful, attempts will be made to contact the emergency numbers on the registration form. * Attempts will be made to contact the parents/carers in any other reasonable way, e.g. a member of staff, parents or committee member will go to the Child’s home. * Staff will not allow the child to leave the pre-school with anyone other than those named on the registration form or on the white board. * If staffs are in any doubt about the safety of the child, the child should remain in the care of the group. * The child will not be given food and drink that is known to cause allergies; otherwise the child will be offered food and drink. * One hour after the session has elapsed Social Services will be contacted on 0845 034 9410 * The group will be entitled to charge the parent/carer for the payment of the emergency carer. * Ofsted will be notified of non-collection. * A written report on what took place will be kept on file in the office. A thorough review of this policy and procedure will be undertaken by the play leader. |
| Useful websites | [www.ofsted.gov.uk](http://www.ofsted.gov.uk) [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk) |
| References to other relevant policies: |  |
| Policy Monitoring and Evaluation Information: | Staff and Chairperson |
| Signature | R Lily |
| Review Date and next review due date: Reviewed Jan 15 – next review Jan 16 | |