

## **Uncollected or lost children**

*Staff at Busy Bees obviously have an obligation to stay with any uncollected child at the end of the day, until the child has been collected.*

*Busy Bees staff will not release any child to a person, even if the collection is late, unless the parent/carer telephones to state that because of an emergency a different person will be collecting. The authorised person should give the name and address and a physical description of the person collecting who should in turn present a valid I'D to the officer in charge before the child is permitted to leave.*

*A record will be kept of all the children who are not collected by the due time. This will note the date, the time at which the child was collected, who collected the child and the reason given.*

*A charge of £1.00 will be levied for every minute for the first 15 minutes and £5.00 per 15 minutes or part of thereafter that the child is left on the premises after the final collection time. Parents must sign this agreement at registration.*

### **Lost children**

*There are a number of situations where a child would be lost and these are:*

- 1) Where a child wanders off on a nursery outing*
- 2) Where a child escapes from the premises*
- 3) Where a child is taken from the nursery by an approved adult*

*Should a child become lost the following action should be taken:*

- 1) Alert the member of staff in charge or the proprietor who will question other members of staff as to when and where the child was last seen.*
- 2) Remember the safety of the other children, with regard to supervision and security.*
- 3) Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, garden and immediate vicinity.*
- 4) If the child cannot be found after a second search of the premises then the police and parents must be informed.*
- 5) Continue to search, opening up the area, keeping in touch via mobile phone.*
- 6) The manager will wait for the police and follow instructions given.*
- 7) OFSTED must be informed of any incidents.*
- 8) Any incidents must be recorded.*

*When the situation has been released members of staff should review the reasons for it happening and ensure measures are taken to ensure that it does not happen again.*

*This policy was adopted by the managers and staff and updated on 11<sup>th</sup> April 2017  
Signed on behalf of Busy Bees Nursery School*

***“Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment”.***