



Nursery Manager: Mrs J Smith

Nursery 9

All school policies are applicable to all pupils, including those in the EYFS (Nursery and Kindergarten). "Nursery policies" make additional provision for children of that age

Missing & Non Collected Child Policy

Every care is taken to ensure the children are accounted for at all times. However, in the unlikely event that it is suspected that a child has gone missing, the most senior person present will take an immediate roll call.

An initial search of the immediate area including the kindergarten building, nursery room, nursery playground and storage areas will be undertaken by the most senior person present.

The other staff members will remain with the children and try to ascertain if the children know or have seen where the child went or may be.

If unsuccessful the senior staff member will commence searching the Castle House grounds and outlying classrooms. Another staff member will alert the school office staff who will commence an immediate search of the main school building and surrounding areas.

If the child is not found within fifteen minutes the emergency services will be contacted and the child's parents notified.

Regular checking of the register and ensuring children are signed in and out will reduce the likelihood of staff mistakenly thinking a child is lost when he/she is absent or has been collected.

If a child is not collected at the expected time and the EYFS setting has no knowledge of any reason for non collection then the following procedure will apply.

- Staff should inform the manager.
- A 15 minute window is allocated for the late arrival of the parent/guardian. If after this time no contact has been made, a staff member will first try to make contact with the parent/guardian by telephone.

- If unsuccessful in contacting parent/guardian, efforts will be made to contact the emergency contacts listed on the child's enrolment details.
- If, after one hour the parent/guardian has not arrived and staff have been unable to make contact with any other emergency contact it may be necessary to contact Social Services and take their advice.

Throughout this procedure the child will continue to be cared for as usual and every effort should be made to ensure the child is not upset by the situation.

The nursery closes at 6pm. For children not collected by this time the above procedure applies, and two members of staff will remain on the premises with the child until collected.

Parents should always be aware of the procedure to be followed in this instance and note that in the case of late collection without good reason, charges will be made.

May 2018