



## Merry Poppets Nursery

### MISSING CHILD POLICY & UNCOLLECTED CHILD

The setting has in place the following systems for the protection of children

- All exits from the premises are locked in a way which makes it impossible for a child to leave unobserved/unattended, while allowing rapid exit for the whole group in case of an emergency.
- An accurate and up to date attendance record must be kept, and both adults and children, including visitors, should be signed in and out whenever they enter and leave the premises via iconnect. (stating times of arrival and departure).
- Visitors will be signed in and out using the visitors book held at the entrance/reception to the nursery.
- Children must be supervised at all times and headcounts are completed regularly by staff throughout the session and when children are transitioning from various activities such as outdoor play.

**In the best regulated situation, however, accidents can and do happen. These are the procedures to follow if a child cannot be found:**

Anyone suspecting a child may be missing must alert the room leader immediately- the chances of finding a missing child safe are greatest if the child's absence is soon discovered. Staff should know how many children should be present and checks should be conducted throughout the day.

- Search systematically – the setting is responsible for the missing child and also for the other children in the group.
- Gather the remaining children into one group and a member/s of staff carry out an activity such as story time. Other staff members are to search the building and local area.
- Contact the parents or Emergency contact without alarming them. Explain the situation and double check that the child is not there or the whereabouts known.
- If there are enough staff members available, one member of staff to walk the journey to the child's house.
- If the above steps do not locate the child, the police will be called. They have the resources to conduct a search and speed is important.



- Contact Ofsted and inform them of the situation on 0300 1231 231
- Write an incident report

## **Merry Poppets Nursery**

### **UNCOLLECTED CHILD**

#### **Statement of intent**

In the event that a child is not collected by an authorised adult at the end of a play session Merry Poppets will put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known by the child.

#### **Aim**

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

#### **Procedures**

Parents of children attending Merry Poppets are asked to complete a registration form providing us with specific information including:

Home address

Telephone number (other contact numbers mobile/work)

- A name and contact details of adults who are authorised by the parents to collect their child from Merry Poppets in their absence.
- When parents are aware that they will not be at home or in their usual place of work, they should give details of how they can be contacted to the nursery or nursery administration.
- We provide parents with a contact telephone number so that they can inform us of any changes that might occur during the child's stay at Merry Poppets

If a child is not collected at the end of a session, we will carry out the following procedures

- Notes are checked for any information about changes to the normal routine, Staff are questioned
- If no information is available, parents/carers are contacted at home or work  
If this is unsuccessful, the adult who is authorised by the parent to collect their child is contacted



- All reasonable attempts are made to contact parents/carers or another member of staff visits the child's home.
- The child stays at Merry Poppets in the care of two qualified workers until the child is safely collected.
- The child does not leave the premise with anyone other than those named on the Registration form
- If no-one collects the child and staff are no longer available to care for the child, we will contact the local authority social services department (Telephone no; 0300 300 8585) and inform Ofsted (Telephone no: 0300 1231 231)
- A full written report of the incident is recorded.
- Depending on the circumstances, we reserve the right to charge parents for the additional hours worked by our staff.