

PLAY MONTGOMERYSHIRE

Registered Charity No 1000016

POLICY – LOST OR NON-COLLECTION OF CHILDREN

The staff, supervising groups of children, have a responsibility to be constantly vigilant. There are a limited number of situations where a member of staff could become distracted for a moment and a child could become lost and these are :-

- During an outing
- During outdoor play
- Being taken from the premises by an unapproved adult

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

- Alert the person in charge who will make enquiries as to when the child was last seen and where
- Remember the safety of the other children, with regard to supervision and security
- 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
- If the child cannot be found within a few minutes then the police and parents must be informed
- Continue to search, opening up the area, keeping in touch with mobile phone, if possible

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

In case of a parent/carer failing to collect the child, a member of staff will call the parent(s) or emergency contacts to come and collect the child.

If a child has not been collected and staff have been unable to make contact with anyone, half an hour after closing time, the local police will be contacted. They will be able to check for information on accidents and emergencies within the area that may have delayed parents.

Depending on the outcome of communications with the police, the local social services department will be contacted and together we will decide the best action to take. It may be decided by the relevant authorities that it is in the best interests of the child, to go home with a member of staff.

If a parent is late collecting their child, a charge of £3.00 per every half hour will be made.

This policy will be reviewed at least annually

Accepted at the meeting dated/...../.....

Signed Chairperson

I have read the above policy, and agree to abide by it.

signed name date