

PETER PAN PLAYGROUP

UNCOLLECTED CHILD

If a child has not been collected 15 minutes after the end of the session, and the parent/carer has not contacted Playgroup, then the Supervisor will ring the following people to make arrangements for the child to be collected whilst another member of staff looks after the child.

- The parent/carer (numbers given on admission form)
- The emergency contact number (numbers given on the admission form)

The Supervisor will continue to try these numbers in turn until contact is made or the parent/carer or emergency contact arrives to collect the child.

If one hour elapses after the normal session end time and no-one can be contacted to collect the child, then the Supervisor reserves the right to contact Children's Social Care for advice.

The Supervisor will telephone 01444458166 and ask for the Duty Manager or Team Leader and explain the situation.

MISSING CHILD

Lost from the Setting

If a child appears to be missing during a session, the following procedure will take place.

Two members of staff will gather the rest of the children together in the hall and take the register to double check if the child is missing.

A third member of staff will quickly search the building and the immediate area outside.

If the child is definitely missing one member of staff will phone the police immediately and then the parental contact number.

The staff will then stay with the rest of the children while the police search for the child

Lost on an Outing

If a child is lost on an outing the member of staff noticing the child missing should:

Alert other members of the party and carry out a numbers check.

A member of staff or the whole group if appropriate should retrace their movements to the last place that the child was seen.

Another member of staff should alert the management of the organisation being visited

Children on the visit should be asked for any relevant information if appropriate.

If the child is not found straight away the parents should be alerted.

If the child is not found after 15 minutes the police will be called.