

All policies interrelate so please check other policies for pertinent information.

Policies are intended to support our philosophy which is summarised in these qualities; Dynamic, Inquisitive, Responsible, Grit, Playful, Contented



Lost and Uncollected Children

It is the intention of Artisans Kindergarten to provide a safe and secure environment for the children at all times. To this end we have a high staff : children ratio. The internal spaces have high level handles and locks and soft closures. The external environment is fully fenced and gates will be locked whenever the children are outside. Doorbell, chain and glazed panel will ensure that access to the premises is controlled.

Lost Child

In the event of a child being lost a thorough search of the premises will be conducted by a senior member of staff. It will be the responsibility of the senior staff on site to inform the police and parents if the child is still missing. Artisans will then follow whatever instructions and advice are given by the police. The parents will be kept fully informed of the situation by senior staff. If not on site the nursery manager (Ruth Martin) will be informed directly after the police and parents and will make every effort reasonable to be on site as soon as possible. Extra staff will be brought in as fast as possible to allow for the maximum number of adults to be able to search the immediate areas. Below is the sequence of steps to take up until the point the child is found or the matter is taken over by the police.

1. Identify a missing child
2. Notify a senior member of staff and follow their instruction; they will become the coordinator unless they deem someone else better able to fulfil that role and agree to pass it on.
3. Conduct a thorough search of premises by at least two teachers
4. One teacher to call police and relay their advice
5. Gather all other children together in a safe place and determine minimum safe number of adults to stay with them to release all other to search.
6. A senior staff to call the parents
7. Coordinate search areas. If it includes land outside our boundaries then teachers should be in pairs and have a phone with them.
8. Follow the instructions of the police.

Appropriate support for staff and children and where possible the parents will be arranged by the nursery manager after any such event. A risk assessment will be carried out to ensure all lessons are learnt from the situation. This will be provided to all parents.

Ofsted will be informed in writing by Artisans manager as soon as possible.

Child not collected

At the end of a session children should be collected by a known adult as specified on their registration papers. Any variation from these adults should be specified to staff by a known adult, preferably in writing, with an agreed security password being used by the adult collecting the child. If this arrangement is made by telephone in exceptional circumstances staff will ask as many questions about the personal details of the family as they deem necessary to confirm the caller identity and or to call the parents using our records to confirm arrangements. If they are in any doubt about either a signature or a verbal request they have the authority to keep the child at Artisans and follow the procedures below until an authorised adult collects the child.

If a child is not collected at the arranged time staff will contact the adults as listed on the registration papers to arrange collection. A child will be kept on premises for up to 2 hours or until the provision closes with a senior member of staff and wherever possible two adults. If no contact has been made by this point with any

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The lead teacher on this policy is Ruth Martin

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of the named adults or the child is still uncollected and arrangements for their collection are unclear then senior staff will contact the social services or police with a view to transferring the child to an official authority. The nursery manager will also be informed and where possible liaise with the social services or police. Numbers are listed below.

Artisans will not allow a child to go with anyone unauthorised by the parents at any time, even if the adult is known to Artisans.

Reporting

In the event of a child being lost beyond stage 3 of the process above a report of the situation will be made in the Incident book. An internal risk assessment will be carried out as soon as possible for any lost incident. Ofsted will be informed within the 14 day statutory period and ideally on the same day as the incident occurs. Parents of all children will be given a full written account of the incident by Artisans, including the results of any risk assessment carried out and offered the opportunity to discuss the event with senior staff. This will be provided as soon as practical and will respect confidentiality when possible.

See also outings policy

Social Services 0300 123 4043 Police 0845 33 00 222

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