Abandoned or Lost Child

Abandoned Child
In the event that a parent or carer does not return to collect their child or children, or they are late to collect their child, the child will remain in the building in the care of 2 members of staff. Every attempt will be made to try to make contact with the parent/ carer or the emergency contact of the child concerned.

Failing to make contact with the child's family we will follow the recommended guidelines from OFSTED. Which require that after a period of half an hour, from the closure of preschool, if still no contact has been made with a member of the child's family, a member of staff will contact Children's Services, who will begin the process of arranging care for the child until contact has been made with the parent/ carers.

The Police will also be contacted by preschool staff to seek any possible information that they may have obtained.
OFSTED will be notified.

Please remember that your child will only be released to a named parent or carer or person who has the agreed authority to collect your child. If alternative arrangements are to be made, we ask that you notify us of the name of the person who will be collecting your child on your behalf.

Please ensure that the person who collects your child has the relevant password.

We will not allow your child to go home with anyone else unless you have authorised the situation previously.

CADS (Children's Advice and Duty Service) may be contacted by a staff member, if there is concerns about the health and well-being of the child, and staff feel that they require their support, advice and further guidance.

Lost Child
In the event that a child is discovered missing from the session the following procedures will take place.

A member of staff will make a thorough check of the premises checking all the rooms systematically, including any cupboards and toilets to endeavor to locate the missing child. Whilst the remaining staff stay with the rest of the children.

Missing child
In the event that the child is not located within the building then a thorough search of the grounds will be carried out by two members of staff. Leaving the remaining staff inside to care for the other group members.

If the child is found and all is well, the incident will be recorded in the incident book and further measures will be put in place to prevent a reoccurrence of the situation.

The trustees will be notified if there is a safeguarding breach.

If the child has not been located, then the police will be notified, and contact will be made with the child's parents. OFSTED will be informed, advice will be sought and acted upon.

The trustees will be notified.

The event will be treated as a 'critical incident' and procedures laid down in the settings 'Red Book' will be followed. A copy of the Red Book for use in and emergency is located in the register.