

## **Safeguarding - Lost Children**

In the event of a child going missing a staff member will carry out a detailed search of the premises, outside area, Parkside Cross remaining staff carry on normally with session.

Mrs Lucas / Mrs Cullen will immediately contact the parents should child not be found, thereafter contact police. Should Mrs Lucas not be on the premises at this time Mrs Cullen will notify her immediately.

A staff member will then retrace child's footsteps home.

Ofsted will be notified after the above procedure has taken place.

## **Non collection of children**

In the event that a child is not collected by an authorised adult at the end of a Nursery session, Little Stars Nursery puts into practice agreed procedures. These ensure an experienced and qualified practitioner who is known to the child cares for the child safely.

Each session, two members of staff will be designated to remain with child until they are collected. They will continue to reassure the child that their parent / carer are aware and the course of action being taken so as reassure them

## **Procedures**

1. Parents of children starting at Nursery are asked to provide specific information which is recorded on our Confidential registration Form including:
  - Home address and telephone number – if the parents do not have a telephone, an alternative number must be given.
  - Place of work, address and telephone number (if applicable) and a minimum of two contact numbers. Mobile telephone numbers if applicable and we request email addresses when we ask the parent to confirm if they want it to be sent individually or in a group e-mail.
  - Should a parent indicate that someone else will collect their child this will be recorded in register and proof of ID asked for during collection. If this is instructed over the telephone a password for verification is asked for.
  - Pre notification of another person other than the parent collecting their child will be recorded in the daily register,
2. Parents will be contacted after being 15 minutes late although we would expect contact to have been made by the parent / carer. After the 15 minutes, should we be unable to make contact to any of the numbers provided, we will apply a charge of £10.00 for every 15 minutes thereafter and we would be obliged to notify the local authorities as a last resort. Please note members of staff are not permitted to transport children or take them home. This has to be enforced due to the other users of the hall whose access times would be affected.