

## Procedure for Un-collected / Lost children

### Un-collected children

1. Staff will alert the Headteacher who will telephone home or use an emergency contact number to ask Parent / Carer who is collecting the child.
2. Headteacher and one other member of staff will wait with the child until the parent / carer arrives. (Child to be comforted, played with / read to, in order to alleviate distress.)

### Lost Children

In the unlikely event that a child is lost from the Kindergarten premises the following procedures will apply: -

1. Staff to notify the Headteacher immediately a child is found to be missing.
2. Headteacher and security guard will search premises inside and outside.
3. Headteacher will contact the parent / carer immediately to alert them of the situation.
4. Headteacher will telephone the police to notify them of the situation and wait for them to arrive. (Child's keyperson will remain with the Headteacher).

In the unlikely event that a child is lost during an **outing** the following procedures will apply: -

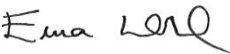
1. Staff to notify the Headteacher immediately a child is found to be missing.
2. Headteacher and security guard will search premises inside and outside and notify the manager of the premises.
3. Headteacher will contact parent / carer immediately to alert them of the situation.
4. Headteacher will telephone the police to notify them of the situation and wait for them to arrive. (Child's keyperson will remain with the Headteacher).

This policy was adopted by FRS Kindergarten (name of provider)

On 26<sup>th</sup> February 2021 (date)

Date to be reviewed 25<sup>th</sup> February 2022 (date)

Signed on behalf of the provider



Name of signatory

Emma Wohl

Role of signatory

Headteacher

(eg.director/owner)