

BEAMINSTER PLAYGROUP

LOST OR UNCOLLECTED CHILDREN

AIMS

We expect children to be collected at the correct time at the end of each session.
If the parent does not contact us to say that they have been delayed we will assume that an emergency has occurred.
If a child goes missing while in the care of the playgroup we will inform the parents.

PROCEDURES

We will instigate a search of the building and surrounding area of the School.
We will maintain the correct adult child ratios.
If the child is still not found we will contact the police to conduct a full search.
We would review security procedures after the event.
We would inform all relevant parties of the findings and outcomes of the review.

If a child were not collected within 30 minutes of the expected time we would contact the parents on given contact numbers.
If the parents do not reply to our phone call we would contact the emergency contact telephone number given to us by the parent for them to collect the child.
If no answer by the emergency contact number and 1 hour has passed the expected collection time we will phone the local Children's Social Care duty officer at the Bridport Office.
At all times two members of staff will be present with the child until they are collected by either the parent/emergency contact/ local Children's Social Care team at the Playgroup.

If a child is persistently collected late, the parent/carer may incur a charge for each 15 minutes at the discretion of the Trustee's after a letter warning about the charge has been sent.