



LATE, LOST, MISSING OR UNCOLLECTED CHILD POLICY

Missing/Lost child on collection:

When a member of staff is collecting a child, who is registered as attending Fusion and that child is not present the following procedure must be carried out immediately:

- Check with the Head Teacher/School Office of the relevant School to ensure that the child in question was not absent from School or had to be collected early. If the child's absence is still unexplained then:
- Immediately contact the first Emergency Contact on the child's registration pack and work your way down the list in order until you have spoken to someone who can explain the child's absence. If the child's absence is still unexplained then:
- Regroup all children in the Infant School and go straight to the hall with 2/3 adults for a large, calm group activity, whilst remaining staff commence a search of the site.
- Call the POLICE immediately and report the child missing.

Missing child whilst at Fusion:

- Remaining children re-grouped with 3 adults for a large, calm group activity in the hall- Children will not be alerted.
- Search all possible areas, field, hall, dining room, quiet room, toilets, classrooms, etc (Year 6 children may help with this).
- Inform parents
- Inform Local POLICE – report the child missing
- Inform Children's Services – 0300 123 4043.
- Inform Ofsted – 0300 123 1231
- Search further afield if necessary
- If necessary, contact parents of remaining children to collect early.

Uncollected Child:

In the event of a child not being collected at the end of their Fusion session:

- Use the Contact Information Sheet and contact parents and/or emergency contacts.
- Two members of staff need to remain with the child.
- Contact Fusion's Manager and The Management of Fusion Childcare Services who will have overall responsibility to make any further decisions.
- If Fusion are unable to contact any of the Emergency contacts for a child/ren, after one hour staff will phone Children's Services – 0300 123 4043. They may arrange to take the child into temporary care.

Late Collection:

If child/ren are not collected by 5:15pm then they will automatically get extended to the 6:15pm session.

If a child/ren are not collected by 6:15pm, Management will phone Emergency contacts. Management and Emergency contact will agree a plan, ie someone else will collect child/ren or the parents will notify Fusion of their estimated arrival time. Two members of staff will stay with child/ren. The 'Lone Working Policy' will be instigated if needed.

The 'Late Agreement' between staff and parent's will be signed on collection using Greenwich meantime.

Late Agreement

Family/Child/ren Name(s):	
Date:	
Time of collection using iPhone clock (Greenwich mean time):	
Name and signature of parent:	
Name and signature of staff:	

Penalty fee(s) will be charged in accordance with Fusion's Late Policy.

Adopted on:	Last reviewed on:	Reviewed on:	Next review Date:
04.01.12	04.09.2023	04.01.2024	April 2025
<i>Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.64, 3.65]; and Information and records [3.77; Information for parents and acers [3.82].</i>			
Signed and approved:	Fusion Childcare Services		