



## **LATE, LOST, MISSING OR UNCOLLECTED** **CHILD POLICY**

### **Missing child whilst at Fusion Pre-School Southdown:**

- If a child is lost whilst at Pre-School notify the Leader immediately.
- All children to be taken to the carpet area with adequate supervision and the register will be taken.
- Remaining staff to search for the missing child within the confines of the building.
- The search will then continue outside the immediate building eg car park, street, St John's Common and will continue until the child is found or the Police take charge.
- 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 Pre-School Southdown 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 Pre-School Southdown's Leader and The Management of Fusion Pre-School Southdown who will have overall responsibility to make any further decisions.
- If Fusion Pre-School Southdown 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 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 Pre-School Southdown of their estimated arrival time. Two members of staff will stay with child/ren.

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

### **Late Agreement**

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

**Penalty fee(s) will be charged in accordance with Fusion Pre-School Southdown's Late Policy.**

<b>Adopted on:</b>	<b>Last reviewed on:</b>	<b>Reviewed on:</b>	<b>Next review Date:</b>
20.07.2022	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>			
<b>Signed and approved:</b>	Fusion Pre-School Southdown		