



📍 Clay Lane, Beaminster, DT8 3EY

☎ 01308 863959

✉ manager@beaminsterpre-school.co.uk

🌐 www.beaminsterpre-school.co.uk

Missing and Uncollected Child Policy

Missing Child

At Beaminster Preschool Charity Ltd. the safety and well-being of the children in our care is our utmost priority. This Lost or Missing Child Policy outlines the procedures we will follow in the event a child is lost or goes missing while in our care, ensuring a swift and effective response.

Aims of the Policy

- To ensure the safety and security of all children at our Preschool.
- To outline clear procedures for staff to follow in the event a child goes missing.
- To reassure parents and guardians that their children are safe and that we have protocols in place.

Definition

A "lost or missing child" refers to any child who is not accounted for during Preschool hours, whether they have wandered away from a designated area or are unaccounted for during a supervised activity.

Prevention Measures

To minimise the risk of a child going missing, we will:

- Conduct regular headcounts of children throughout the day, as well as during transitions, outdoor play, and excursions.
- Ensure that staff are always aware of children's whereabouts.
- Maintain secure premises, including locked gates and controlled entry points.
- Provide adequate staff supervision ratios as per EYFS requirements.
- All staff are to check the number of children on site, including the number of children in each age range, upon beginning their shift each day. As well as management checking to ensure that all staff are aware of classroom numbers throughout each day.

Procedures for Responding to a Missing Child

In the event that a child is discovered to be missing, staff will follow these procedures:

Immediate Action

1. **Raise the Alarm:** Staff will immediately notify the designated Lead Safeguarding Officer (DSL) and all other staff members present.
2. **Search the Premises:** Staff will conduct a thorough search of the immediate area, including all rooms, outdoor spaces, and any nearby facilities.
3. **Count Remaining Children:** Staff will conduct a headcount of all remaining children to ensure that everyone else is accounted for.

If the Child is Not Found

1. **Inform Parents/Guardians:** The DSL will inform the parents or guardians of the situation as soon as possible.
2. **Contact Authorities:** If the child is not located quickly, the Preschool will contact the police and report the child as missing.
3. **Document the Incident:** A record of the incident will be made, including times, actions taken, and any relevant details.

Communication with Parents

Parents will be informed of the situation as it develops, and they will be kept updated on actions taken and the response from authorities.

After the incident, a meeting will be arranged with the parents to discuss what occurred and any concerns they may have.

Post Incident Review

Following an incident involving a missing child, a full review will be conducted to identify any shortcomings in procedures or practices.

The Preschool will consider the need for staff training or adjustments to protocols to prevent a recurrence.

Staff Training

All staff will receive training on this policy during their induction and will participate in regular refresher training.

Staff will be familiar with the procedures for preventing and responding to a missing child incident.

Uncollected Child

At Beaminster Preschool Charity Ltd., we prioritize the safety and welfare of all children in our care. This Uncollected Child Policy outlines the procedures to follow if a child is not collected by an authorized adult at the end of the Preschool session.

Purpose

- To ensure the safety and wellbeing of children who are not collected on time.
- To establish clear procedures for staff to follow in the event of a child being uncollected.
- To provide reassurance to parents and guardians about the Preschool's approach to managing this situation.

Legal Framework

This policy is guided by the following legislation and guidelines:

- The Children Act 1989 and 2004
- The Statutory Framework for the Early Years Foundation Stage (EYFS)
- Keeping Children Safe in Education (KCSIE) 2023

Procedures for Uncollected Children

Collection Arrangements:

- Parents must inform the Preschool if someone other than the usual person is collecting their child. This must be done in advance and recorded in writing.
- Parents are required to provide emergency contact details and inform the Preschool of any changes to these details.

If a Child is Not Collected:

- After a grace period of 10 minutes following the scheduled collection time, staff will attempt to contact the parent or guardian using the contact details provided.
- If the parent or guardian cannot be reached, staff will then contact the designated emergency contacts listed on the child's registration form.

Ongoing Contact:

- Staff will continue to attempt to reach the parents and emergency contacts for up to 30 minutes after the scheduled collection time.
- During this time, the child will be cared for in a safe and secure environment by at least two staff members (One senior management along with a fellow member of staff) until they are collected by Parent/Guardian, Emergency Contact or by social services.

After 30 Minutes

Contacting Authorities:

- If the child remains uncollected after thirty minutes, the Preschool will contact the local authority social services for advice. This is in line with safeguarding practices.
- A written record of all actions taken will be maintained, including times, attempts to contact parents, and communications with authorities.

Documentation:

- Staff will complete an Incident Report Form, detailing the situation and the steps taken. This will be stored in the child's file and reviewed by the Preschool Manager.

Late Collection Fees

A late collection fee of £20 may be charged if parents are consistently late in collecting their child. This will be charged if children are not collected prior to 15 minutes after the scheduled collection time.

Reassurance for Parents

Parents will be reassured that their child's safety is our top priority, and that staff will take all necessary steps to ensure their child remains safe and comfortable while waiting to be collected.