

Lost and Uncollected Children

Lost Child

It is the intention of Artisans Kindergarten to provide a safe and secure environment for the children at all times. To this end we have a high staff : children ratio. The internal spaces all have high level handles and locks and soft closures. The external environment is fully fenced and gates will be locked whenever the children are outside. Doorbell, chain and glazed panel will ensure that access to the premises is controlled.

In the event of a child being lost a thorough search of the premises will be conducted by a senior member of staff. It will be the responsibility of the senior staff on site to inform the police and parents if the child is still missing. Artisans will then follow whatever instructions and advice are given by the police. The parents will be kept fully informed of the situation by senior staff. The nursery manager (Ruth Martin) will be informed directly after the police and parents and make every effort reasonable to be on site as soon as possible. Extra staff will be brought in as fast as possible to allow for the maximum number of adults to be able to search the immediate areas.

Appropriate support for staff and children and where possible the parents will be arranged by the nursery manager after any such event. A risk assessment will be carried out to ensure all lessons are learnt from the situation. This will be provided to all parents.

Ofsted will be informed in writing by Artisans manager as soon as possible.

Child not collected

At the end of a session children should be collected by a known adult as specified on their registration papers. Any variation from these adults should be specified to senior staff by a known adult, preferably in writing, with an agreed security password being used by the adult collecting the child. If this arrangement is made by telephone in exceptional circumstances staff will ask as many questions about the personal details of the family as they deem necessary to confirm the caller identity. If they are in any doubt about either a signature or a verbal request they have the authority to keep the child at Artisans and follow the procedures below until an authorised adult collects the child.

If a child is not collected at the arranged time staff will contact the adults as listed on the registration papers to arrange collection. A child will be kept on premises for up to 2 hours or until the provision closes with a senior member of staff and wherever possible two adults. If no contact has been made by this point with any of the named adults senior staff will contact the social services or police with a view to transferring the child to an official authority. The nursery manager will also be informed and where possible liaise with the social services or police.

Artisans will not allow a child to go with anyone unauthorised by the parents at any time.

Reporting

In the event of a child being lost or being without supervision at any time a report of the situation will be made in the Incident book. An internal risk assessment will be carried out as soon as possible. Ofsted will be informed within the 14 day statutory period and ideally on the same day as the incident occurs. Parents of all children will be given a full written account of the incident by Artisans, including the results of any risk assessment carried out and offered the opportunity to discuss the event with senior staff or the Nursery Manager. This will be provided as soon as possible.

Designated Staff Member

Ruth Martin