



Ladybirds Preschool Uncollected or Lost Children Policy

(Revised 4th January 2025)

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child Positive Partnerships Enabling Environment Learning and Developing

Introduction

Ladybirds Preschool recognises that it is the responsibility of the Parent or Carer to ensure that the contact details on the Child Record Sheet held at Pre-School are kept up-to-date.

Parents / carers will be asked annually to ensure these details are kept up to date:

- Home address
- Telephone Number and/or mobile telephone number
- Place of work and alternative telephone numbers
- Email Address
- Names, addresses and contact number of alternative adults authorised to collect the child
- Information about any person who does not have legal access to the child
- Information about who has parental responsibility for the child

Aims

Our aim is to ensure all children are safe and secure at all times. We aim to ensure all children are collected at the correct time by the correct parent or carer and have robust procedures in place if this does not happen.

Procedure

Uncollected Children

- If a parent / carer cannot collect their child, they must write down the name and telephone number of the person who will be collecting the child, including a password to be provided on collection, and hand this to the Manager (or ring to give these details)

- We expect children will be picked up at the correct time. If this does not happen, we must assume an emergency has caused the delay and will instigate our procedure, unless a parent/carer contacts us to inform us they will be delayed.

Our aim is to ensure all children are safe and secure at all times. We aim to ensure all children are collected at the correct time by the correct parent or carer and have robust procedures in place if this does not happen.

- Children who are not collected within thirty minutes of the correct time will become the responsibility of the Wiltshire County Council Social Services Department
- In this case, the Managers will call the parents on given contact numbers. If no one is available on those numbers, the Managers will contact the additional emergency contact numbers. If no one is available on that number, the Managers must call the Social Services Duty Team and request collection of the child; Ofsted will be notified
- At all times, two members of staff will be present, and they and the child will remain in the setting until Social Services collect the child.

Lost Children

- We will encourage all our children to wear the Pre-School Hi Vis jackets marked with 'Ladybirds Pre-school' if we leave the premises.
- If a child goes missing while in the care of the setting, the Managers will be informed as soon as possible and the time recorded. The Manager will contact the parents to inform them while a search of the premises/area is carried out.
- If the child is not on the premises/area, the search will be widened to the surrounding area. If the child is still not found within 10mins from the time the search was started, the Police will be called and Ofsted will be informed.
- Correct adult/child ratios will be maintained.
- After the event, security procedures will be reviewed.
- All relevant parties and statutory bodies will be informed of the findings. Recommendations will be implemented immediately.

Other Related Policies & Procedures

The following policies provide additional information regarding the safeguarding and welfare of the children in our care:

- *Adverse Weather*
- *Anti-Bullying*
- *Children's Records Policy*
- *Children's Rights & Entitlement Policy*
- *Committee Policy*
- *Complaints*

- *Confidentiality & Client Access Policy*
- *Critical Incident Policy*
- *Daily Running Policy*
- *Emergency Closure Policy*
- *Employment & Staffing Policy*
- *Fire Safety & Emergency Evacuation Policy*
- *First Aid Policy*
- *GDPR Policy*
- *Health & Safety Policy*
- *Information Sharing Policy*
- *Key Person & Settling Policy*
- *LADO Policy*
- *Lockdown Policy*
- *Looked After Children Policy*
- *Mobile, Camera & Social Media Policy*
- *Outdoor Play Policy*
- *Outings & Visits Policy*
- *Parent Involvement Policy*
- *Parents, Alcohol & Drugs Policy*
- *Photography & Video Policy*
- *Physical Contact & Handling Policy*
- *Provider Records Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Risk Assessment Policy*
- *Safeguarding Policy*
- *Security Policy*
- *Special Education Needs & Inclusion Policy*
- *Staffing & Volunteers Policy*
- *Student Placement Policy*
- *Usage, Storage & Retention Policy*

- *Whistleblowing Policy*
- *Working in Partnership Policy*

This policy will be monitored and evaluated at committee meetings. It will be reviewed annually and unless new legislation or an incident occurs which requires an immediate review of this policy

January 2025

Review Date: January 2026

This Notice was adopted by the committee on 31/01/2025

Signed: *Jean De Laris*_____

Reviewed Date: 31/01/2026

Signature: *N L Mann-Rae*

Amendments: N/A