



## **PROCEDURES FOR DEALING WITH CHILDREN LOST OR NOT COLLECTED**

### **LOST CHILDREN**

1. Immediately organise a search of the premises and the vicinity
2. Inform the main office who would then contact the parents
3. If the child is not found as a result of this search we would inform the police and continue to try to contact parents if they have not already been reached.

### **CHILDREN NOT COLLECTED**

1. Contact the parent/carers after a short period of time to ensure arrangements for collection have not changed
2. Reassure the child and find activities/snack etc if waiting for a longer period
3. Use all available emergency contacts (kept in folders in nursery and school office) to try and arrange for a suitable adult to collect the child
4. If no contacts are made and the child still has not been collected when the premises are to be closed, contact the Police and Social Services to make arrangement for longer care.

### **CHILDREN TAKEN WITHOUT AUTHORISATION**

1. Contact parents for confirmation
2. Contact Police if appropriate