LLANFAES C.P. SCHOOL

Beilihelig Road, Brecon, Powys, LD3 8EB
Headteacher: Mrs C North (RI)
Deputy Headteacher: Mrs A Morris (RI)
Setting Leaders: Miss J Parry (3+) and Miss A Crawford-Plane (Flying Start)

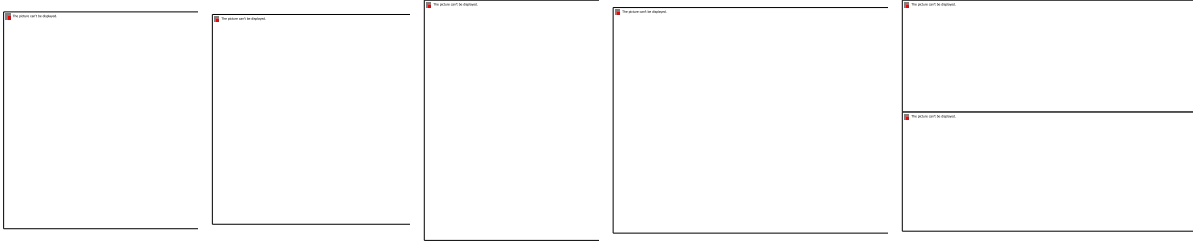
LLANFAES CAMAU BACH/ LITTLE STEPS

POLICY & PROCEDURE FOR LOST/MISSING CHILDREN & NON COLLECTION OF CHILDREN

The staff, supervising groups of children, has a responsibility to be constantly vigilant.

We will:

- Undertake a comprehensive risk assessment:
- to ensure that the children cannot open or shut outside doors themselves – handles or bolts should be fixed out of the children's reach
- to ensure that windows are safe and cannot be opened by the children.
- to ensure that any outdoor play area is securely enclosed and that any doors/gates cannot be opened by children
- to inspect the room/building before each session starts to ensure that the place is secure, e.g. to ensure that emergency exits are securely closed, that low windows are not open
- to establish a system of registering children as they arrive
- to establish a system of keeping a record of the children as they leave- in the care of a named responsible adult (named on the admissions form)



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There are limited number of situations where a member of staff could become distracted for a moment and a child could become lost and these are:

-Alert the person in charge who will make enquiries as to when the child was last seen and where.

-Remember the safety of the other children, with regard to supervision and security.

-The leader will ensure that the remaining children are sufficiently supervised and secure and will delegate one or preferably two members of staff should search the building, garden and immediate vicinity.

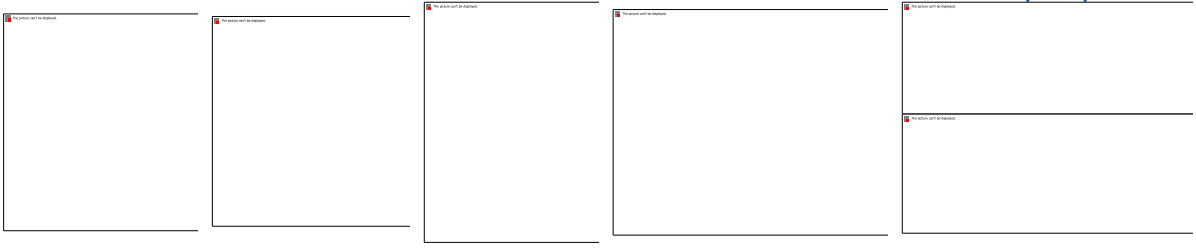
- If the child cannot be found within a few minutes then the Police and parents must be informed.

- Continue to search, opening up the area, keeping in touch with mobile phone, if possible.

When the situation has been resolved The setting Leader and RI should review risk assessments and the reasons for it happening and ensure measures are taken to ensure that it does not happen again. The incident and outcomes will be recorded in the settings incident book and the RI will inform CIW.

In the case of a parent/ carer failing to collect their child, a member of staff will call the parent(S) or emergency contacts to come and collect the child. If a child has not been collected and staff have been unable to make contact with anyone, half an hour after closing time then Powys Front door will be contacted, and the Social Services department will take responsibility for the child.

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No child will ever be left unsupervised because a parent/guardian has failed to collect them

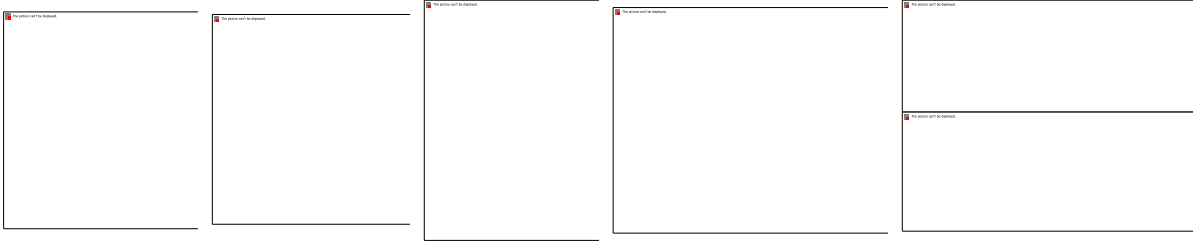
the local police will be contacted. They will be able to check for information on accidents and emergencies within the area that may have delayed parents. Depending on the outcome of the communications with the police, the local social services department will be contacted and together we will decide the best action to take. It may be decided by the relevant authorities that it is in the best interests of the child, to go home with a member of staff.

In the event of a parent being late to collect their child a charge of £5.00 per every half hour will be made.

Parents should be in a Fit state to collect their child. If a parent arrives in an "unfit" state, through, for example, alcohol or drug abuse, the child will not be released from the setting, other identified adults on the child's emergency contact form will be contacted to arrange collection, failure to contact other identified adults will result in the worker notifying Social Services immediately.

Under the Children Act 1989, parents do not lose parental responsibility except through an adoption order. This means that divorced parents retain rights of contact with their children unless the courts have made an order that they should not do so. Leaders therefore do not have the right to stop divorced parents from collecting their children unless they are aware of a court order preventing contact between the parent and the child/ren.

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This situation would apply in the same way if the parents were in the process of separating. A mother's request that the children do not go home with their father cannot be guaranteed unless there is a court order preventing him from having contact with them.

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