

Cherrytree Nursery School Ltd

Lost Child / Non Collection Policy

If any member of staff suspects a child of being in danger or in need of protection from a situation, the following guidelines should be followed:-

- 1) If a child was thought to be lost from the building we would make a thorough search of the building, checking indoors and outside. If the child could not be found, the Police would be called and their help enlisted. The parent / carer would be called and informed of the situation.

- 2) In the event of a child not being collected from Nursery, every effort will be made to contact the parent / carer, or one of the specified contact names on the child's registration form.
If no contact can be made, the manager will contact Social Services who will be asked for advice and Social Services may possibly look after the child until the parents / carers are available.
If the child is removed to the care of Social Services, a message will be attached to the front door of the building when the manager leaves, asking the parent / carer to contact us or Social Services when they are available. The manager will take a note of the parent's contact numbers and continue to try to contact them to advise them of the situation.