

LAMPHEY PLAYGROUP .

CHILDREN NOT COLLECTED, LOST AND MISSING POLICY.

To ensure the safety of all children in the group and to ensure the group meets its registration criteria with the Care Inspectorate of Wales (CIW), we work to the policy as set out below for any children not collected by the close of the group session.

No child will be left unattended if their parent/carer has not arrived to collect them by the end of the group session.

Children will not be released into the care of any person without the written permission of the parent/carer. However, in an emergency, a telephone call from the parent/carer stating that another adult will collect the child will be accepted provided that an accurate description of the adult is given and that the adult can give proof of their identity.

A record will be kept of all children who are not collected on time. This will give the date and time of collection and the name of any non-authorised person collecting the child.

The child will be kept at the group's premises for 20 minutes after the close of the session, waiting for the child to be collected. After this time, should the staff at the playgroup be unable to contact the child's parent/carer or anyone else who is given as the emergency contact, a phone call will be made to Social Services Department informing them of the situation for them to collect the child.

Where late collection happens on three or more occasions in one term there will be discussion with the parent/carer to emphasise the importance of collecting the child on time and by the authorised adult/s.

MISSING/LOST CHILDREN POLICY.

The playgroup will ensure that the group premises are safe and that children will not be able to leave the premises without a staff member or other adult authorised by the parent/carer

This policy supports the 'Outing Policy' and will be used in the exceptional situation where the child either becomes lost while on a group outing or leaves the group's premises unaccompanied.

A senior staff member will be alerted and enquiries made as to when the child was last seen, and where.

The safety and security of the other children must be maintained and at least one adult must remain with these children.

At least one staff member will search the premises and any outside space in the immediate vicinity.

If the child is not found within 10 minutes, then the Police will be called and then parent/carer informed.

The search will continue and staff will keep in touch with mobile phones if possible.

CIW will be notified as soon as possible.

When the situation is concluded a full inquiry will take place and appropriate steps and actions taken to ensure that all measures are in place to prevent a similar situation arising.

REVIEW DATE

Signed by

September 2026

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Signed by

REVIEW DATE

Signed by

REVIEW DATE

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