

## Uncollected & Missing Child Procedure

### Uncollected Child Procedure

1. Contact parent/carer.
2. If contact is made, then two members of staff remain until they arrive.
3. If no contact with the parents are made, then 30 mins after collection time ring emergency contacts in Emergency Contact File.
4. Arrangements can be made for two members of staff, at least one who is qualified, to care for the child until the situation is resolved.
5. If it is in the child's best interests to be passed from The Willow care to Lambeth Children's Services/Social Care, then call them on 0207 926 3344 or out of hours on 0207 926 5555.

### Missing Child Procedure

1. If a child is missing their group teacher will shout "William Willow has lost his friend **name of missing child**"
2. Other group teachers to arrange for children to be satisfactorily supervised.
3. Check surrounding area, including all doors: toilets, hallway, main hall, office, kitchen, back passage, common parts, cupboards or any areas of a size capable of hiding a child.
4. Inform the **Manager** if the child cannot be found.
5. **The Manager** will inform:
  - a) The Police - 101
  - b) The parents/carers of the child
  - c) Ofsted - 0300 123 4234

Name of Person Reviewing Policy	Date Review Carried Out	Date to be reviewed (Yearly / when necessary)
Amanda Hunt	January 2024	as necessary