

Missing/uncollected child policy

Uncollected Child

All hours and days of attendance must be agreed with me and detailed within the childminding/parent contract.

Contact details of parents/carers and emergency contact person will be held on children's information sheets and changes must be notified to me immediately.

In the failure to collect a child, every effort will be taken by me to contact that person as soon as possible. If the parent/carer cannot be contacted then the emergency person shall be contacted. If all attempts to contact parent/designated person fail, then I shall contact Social Care Direct to inform them about the situation without delay. I will also inform Ofsted. The duty social worker should then decide the next course of action and decide whether police should be involved in helping to trace the parent/carer.

Should the parent/carer and emergency contact not be contacted, the duty social worker can arrange for the child to be temporarily placed until the situation is resolved.

Missing/lost child

I will safely supervise children when we go on outings or trips and undertake a risk assessment. I will teach the children about safety when we are out and about and tell them what to do if they do become lost according to their age and stage of development. E.g. stay where they are, meet up at a certain place.

In the event of a child going missing from my premises, or being lost on an outing with me, I will contact the police immediately for advice.

I will record the details surrounding the disappearance.

The police should advise about informing parents/carers of the child and the next steps.

Accompanying forms must be completed and Ofsted informed of events.

Mrs Beverley Flockton
Auntie Bev's Childminding
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