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| **POLICY** | **MISSING / UNCOLLECTED CHILD** |
| **SETTING** | **OVERTON PLAYCENTRE** |
| **AIMS** | To provide a safe, caring and secure environment for all children, and to have a safe, systematic and reassuring procedure in place in the event of a missing or uncollected child. |
| **Objectives, Statements and Procedures** | **UNCOLLECTED CHILD*** Children will only be released to their parents/carers or nominated person agreed in advance with the Playcentre Manager.
* Children will not be released to an adult who appears to be under the influence of alcohol or drugs. In this event contact would be made to another number on the registration form. Further advice from outside agencies would be sought in this situation.
* If a child remains at the Playcentre after all other children have been collected, staff will ensure that the situation is handled sensitively so as not to upset the child. Reassurance will be given and the child will be encouraged to become involved in an activity.
* At the end of the session if an adult fails to collect the child 10 minutes after the finishing time, staff will attempt to contact the parent/carer by phone. If after half an hour there has been no response from the contact and emergency numbers, the duty social worker will be contacted for advice.
* Further action after this will depend on the advice given by the above.
* Extra charges will be incurred for delays in collecting children.

**MISSING CHILD*** All possible steps will be taken to prevent children leaving the premises alone. Parents/Carers **MUST ALWAYS SIGN THEIR CHILDREN IN AND OUT OF OV ERTON PLAYCENTRE ON THE ATTENDANCE SHEET IN THE HALL ON ARRIVAL AND DEPARTURE.**
* As soon as a child appears to be missing, a systematic search of the premises will be carried out by staff. All rooms and outside areas will be thoroughly checked by a member of staff. Another staff member will carry out a check on the attendance sheet to confirm that the child has not been signed out by their parent/carer.
* Adults will not appear to panic for the emotional well being of the rest of the children in the group. Children in the group will be taken to the quiet room for a story, without alarming, they will be asked if they know the whereabouts of the missing child.
* The child’s parents/carer will be contacted by phone.
* If the child is still not located the police will be called and advice sought and followed.
* CSSIW will be contacted to inform them of the situation.
* A full incident form will be completed by the person in charge. (see attached) This form will be kept
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