



Happy Hands Pre-School Playgroup

making learning fun for over 30 years!

Missing & Failure To Collect Child Procedure

October 2009

Missing Child Procedure

St. John's Church Playgroup should always follow the arrival and departure procedures. When children have arrived a headcount should be taken to confirm the record in the register. Headcounts should take place at various times during the session, especially after playing outside. A roll call will always take place at Rhyme time/ Snack time.

If it is suspected that a child is missing, a headcount should be made and if there is a discrepancy a roll call taken.

If a child is missing, the children will be gathered together for a storytime and as many staff as possible should search the premises and immediate area. If the child is not found the parent/carers and the police must be informed as soon as possible.

Failure to collect a child

Should a parent/ carer fail to collect a child at the end of a session, the staff will ring them and if they cannot be contacted the other contacts on the registration form will be tried. In the event that no authorised person collects the child and no-one can be contacted it will become necessary to contact Social Services.