



Sandbank Nursery School & Playcare Project Policy for Children Lost

At Sandbank Nursery School and Playcare Project, the safety and well-being of the children is paramount. Staff at Sandbank Playcare are responsible for accounting for the children in their group. Should a child be unaccounted for or 'lost' the following actions should be taken:-

- ❖ Notify the Playcare Co-ordinator
- ❖ Notify the Headteacher
- ❖ Staff search for child
- ❖ Carry out a head count
- ❖ Notify parent
- ❖ Notify the police

In the event of a child being found off the premises by another parent or a member of the public, the child's own parents must be notified immediately.

Following any incident, the Chair of Governors of Sandbank Nursery School must be notified immediately and an investigation will be undertaken.

Should a child be left or uncollected from Playcare, the following action should be taken after 15 minutes has elapsed:-

- ❖ Emergency contact details should be used to contact parents or carers

If the child is uncollected after 30 minutes, the following action should be taken:-

- ❖ The Playcare Co-ordinator should be contacted
- ❖ The Social Services department should be contacted using the out of hours telephone number if necessary