Procedure if a child is not collected

If a child is not collected on time, I will first telephone the parent(s) on the appropriate contact numbers. If I cannot reach the parents, I will then contact the emergency contact numbers.

If I am unable to contact the parents or the emergency contact within an hour of the collection time, I will have to inform the local authority duty social worker without delay.

Date this document was last reviewed – 25/02/2023

Date this document was last updated – 01/04/2016

Procedure if a child is lost

Children are safely supervised on trips outside my home. Small children will be placed in appropriate buggies and / or safety harnesses. Older children will be instructed in safety issues. If a child is missing, I will ensure the other children are safe and then conduct a search of the area. If the child is still not found I will contact the police, the parents, and Care Inspectorate Wales.

Date this document was last reviewed – 25/02/2023

Date this document was last updated – 11/01/2018