

SWILLINGTON PRE-SCHOOL PLAYGROUP****
NON COLLECTION / LOST CHILDREN
EMERGENCY PROCEDURE POLICY

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If a parent/carer is late collecting a child two members of staff, (if possible) will stay on the premises until they are collected. All efforts will be made to contact the parent or emergency contact number, however, if we have not heard from or cannot contact a suitable member from the child's family within one hour we will have no option but to inform Social Services or local Police as we deem the child to be abandoned.

LOST CHILD ON THE PREMISES

If a child cannot be located on the premises all staff and helpers will be asked to firstly check the local vicinity, ensuring that all external exits are still secure. Secondly the Police will be contacted, closely followed by the child's parent/carer.

LOST CHILD ON AN OUTING

If a child cannot be located on an outing all staff and helpers will check the local vicinity and establish child's last known whereabouts. The nearest information service will then be informed and asked to contact the security/police, closely followed by the child's parent/carer.

Garforth Police Station:- 0113 2322011

Social Services:- 0845 1254113

Signature:

Date:

Position held: