

DELL COTTAGE
DAY NURSERY

A place to play, learn, discover & grow

Collection of Children and Lost Children Policy

Dell Cottage Day Nursery will do all in our power to look after and supervise children whilst in our care. It is, however, essential that children be collected promptly after each session.

Collection of Children

All parents must complete a registration form before their child starts at Dell Cottage Day Nursery giving two/three emergency contact telephone numbers which must be kept up to date.

Parents must also state in writing who is allowed to collect the child after each session and inform us if there is to be any change in advance where possible.

A password system will be used where the staff have not previously seen the person collecting the child

Updating information on the registration form:

It is essential that information on the registration form be kept up to date, regular reminders are added to newsletters.

Parents must inform Dell Cottage Day Nursery in writing immediately of any important changes to:-

- Domestic arrangements which could affect collection of the child e.g. a court order in respect of the residence of the child or who the child is able to have contact with.
- Parental responsibility agreement

- Home/ work telephone numbers

It is essential that children be collected promptly after each session. In the event that a parent is more than fifteen minutes late without contact, the nursery will phone all the parent/carers contact telephone numbers.

If unsuccessful in contacting the parent, once a further thirty minutes have past the nursery will attempt to phone all the emergency contact numbers.

If still unsuccessful in contacting anyone, after a further hour has past then Dell Cottage Day Nursery reserve the right to contact the police, social services the MASH single point of contact and notify them.

Lost Children procedure

If a child goes missing whilst in our care, the premises and surrounding area will be thoroughly searched immediately. If the child can not be found at this point, then telephone calls will be made, first to the parents to see if the child has gone home and thereafter to the police if necessary.

Once the child is found Ofsted will be informed and all risk assessments will be reviewed.

The above policy will be reviewed regularly and the procedure monitored and evaluated.

Social Services contact details

See contact sheet