



The Secret Garden Pre-school
Wellington Avenue
Princes Risborough
Bucks HP 27 9HY
07759 582307

Policy for Uncollected Children

If parent / carer or other authorised person is unexpectedly late to collect their child, staff will telephone the current contact number. If it is not possible to speak directly to the parent / carer or other authorised person, staff will phone the next person on the list of emergency contact numbers on the child's form.

If no contact can be made at first, the child will be looked after at the pre-school until the usual staff finishing time, whilst further attempts are made.

If for exceptional reasons, there is no news from the parent / carer /authorised person, staff will phone social services and follow their advice (usually after 30 minutes of no contact) OFSTED should then be advised the next working day.

The pre-school adopted this policy on ...7th January 2011.....

By Hayley White

Signed on behalf of the staff..... *HWhite*.....

Lost Child Policy

If a child was to go missing at Pre-school, the staff member would make a 2 minute initial search throughout the building and grounds whilst the manager alerted other staff. The remaining staff members would supervise the other children. A qualified staff member (ideally the manager or deputy) will complete a head count of remaining children.

If still unsuccessful, manager would telephone firstly the police and secondly parents for their children to be collected early.

Other necessary arrangements will be made after consultation with police and parents. OFSTED should then be advised the next working day.

The pre-school adopted this policy on ...7th January 2011.....

By Hayley White

Signed on behalf of the staff..... *HWhite*.....