

Swiss Valley Childminding Lost/missing/not collected Policy

Last reviewed: 23.08.23

Signed: Aimee Eynon & Christine Eynon

Policies & Procedures will be reviewed yearly and amended accordingly

The aim of this policy is to set out my procedure in the event a child is lost or goes missing.

The safety of the children in my care is paramount to. I aim to keep the children in our care safe at all times. I will take every reasonable precaution to ensure children do not go missing.

In the event a child does go missing, I will immediately raise the alarm and enlist the help of anyone available to search for them, giving them a clear description of the child.

If the child is not found in a short time I will contact the police. I will also inform the parents at once and reassure the other children. I will also inform the CIW.

This policy is written in conjunction with our *Safety on Outings Policy*.

The aim of this policy is to set out our expectations regarding pickup times, and to explain our procedures in the event a child is not collected at the agreed time.

I expect parents to collect children at the agreed time.

If parents are unable to pick up on time then I expect them to contact us as soon as practicable. Please note I have higher charges for care provided outside of contracted hours, and these will be applied. Where a delay in pickup has been the result of an unavoidable crisis I may be flexible.

If a parent has not notified us and is more than 30 minutes late then I will try to phone them on their mobile.

If I am unable to contact the parent within one hour of the agreed pickup time then in the first instance we will phone the emergency contact number the parent has given us.

If I have been unable to contact the parents or the emergency contact within two hours, then we are required to contact Social Services.

- LA Number:- 01554 774352

