

The Hollow Lane Club



Procedure in the event of parent/carer failing to collect children or children becoming lost

In the event of a parent/carer failing to collect children:

1. Children should never be left on their own. Ensure there are always two members of staff present.
2. A responsible adult should call the parent/carer in the first instance – contact numbers found on information sheets.
3. Should the parent/carer be unavailable then contact the named emergency contact.
4. Should neither contact be available, call Social Services.

In the event of a child being lost:

1. Responsible adults should be aware of children's whereabouts at all times.
2. Adults should check the immediate area and last known position of the lost child.
3. Where viable, remaining children should be kept in a safe area with a minimum of two adults whilst the remaining adults look.
4. If the lost child has not been found within a reasonable time, contact the police and inform parents/carers.

All children are to be watched at all times to ensure safety. Children likely to wander should be watched with extra vigilance.

After an incident where a child has been lost, an incident form must be completed and Ofsted informed.