**Portlethen Primary School Nursery**

**Missing/Absent,Lost Persons & Non Collection of Children Policy and Procedure**

**Purpose of Policy**

To ensure that where a child does not arrive at Portlethen Primary School Nursery or for collection or goes missing during the course of a session, appropriate action is taken to locate the child and the relevant people are notified.

**Who is responsible?**

All members of staff have a responsibility to ensure the safety and security of the children in the nursery and to ensure that they have accurate information regarding who is attending the nursery on any given day, who is to be collected and who will make their own way to the setting. It is the responsibility of the manager to ensure that all children on the register are accounted for.

**How will the policy be implemented?**

**Lost/Missing Child**

Should a child go missing from the nursery during an outing the following steps will be followed:

* The member of staff who notices the absence will inform all other members of staff.
* A member of staff will check with the other staff and the children when and where the child was last seen
* A search of the immediate area will be carried out including informing any on site members of staff at the venue that the child has gone missing and enrolling their help.

The member of staff will pay careful attention to play areas, toilets etc. when searching for the child.

* If the child has not been located in 15 minutes the member of staff will contact the police and the child's parents or carers.
* A record of this incident must be made in the incident book and where the police havebeen contacted the co-ordinator must also inform the Care Commission Officer for the nursery.

**Repeated Absences by a Child**

If it is determined that a child has repeated absences from the nursery without the prior acceptable notification by the parent Portlethen Primary School Nursery has a responsibility to ensure that the welfare of the child is upheld and has a responsibility to liaise with other agencies, for example, education, social work and health to ensure that the child is receiving the support that the family requires. In some circumstances there may be child protection concerns that arise and in these circumstances the child protection policy and procedure will be followed.

Where a child is repeatedly absent from the nursery then the manager has a responsibility to ensure that the child is safe and contact the child's parents/carers and establishing the child's welfare. In the event that there is a concern over the child the child protection policy and procedure will be followed.

**Collection of Children Policy**

Parents must note carefully that Portlethen Primary School Nursery operates a morning session (8.45am – 12.15pm) and afternoon session (12.20pm- 3.15pm) Parents should ensure children are brought in no earlier than the start of their session unless previously agreed with a member of staff and are collected no later than the end of your child’s session. If a parent is unavoidably delayed due to circumstances beyond their control, they should make every effort to phone the nursery to inform them. Ideally parents should arrive 10 minutes before the session ends in order to give enough time to get your child organised and for staff to give feedback on your child’s day.

The staff procedures if parents / carers have not arrived at the nursery by the end of session are as follows:

* Parents are phoned and requested to collect their child immediately.
* If no contact has been made with the parents by 15 minutes after the end of session the emergency contact persons are phoned.
* 30 minutes after the session if staff have been unsuccessful in contacting parents or emergency numbers, the school management will contact Police (telephone 0845 600 5700).