**Collecting Children, Missing Child and Attendance Policy**

**Collecting Children**

1. Children will only be released into the care of individuals (other than those with parental responsibility) who have been notified to the nursery by the parent/carer and the names and addresses and contact details of these people have been recorded on the pickup form and kept in the children’s development records along with a recent photo/detailed description.
2. The child will not be allowed to leave with anyone who is under the age of 16 or anyone who is not on the pick-up form
3. We realise that life can get quite complicated and to allow for the dramas that life throws at us sometimes, in case of emergency arrangements can be made with the parent/carer to use a password which will be given by the nursery staff to the parent/carer who will then pass it on to the person that will collect the child. The password will be given by the staff member from a list of possible passwords in the top drawer of the Co-ordinator’s desk. This password will then be crossed out to make sure a new one is used next time. The password will then be circulated around the staff who will be likely to answer the door at the time of the child's expected departure (this list will be kept up to date by the Co-ordinator).
4. Under no circumstances will a child leave the premises;-

a) with an unknown person without a password as stated above or

b) unsupervised.

**Late Collection of Children**

If a carer is late collecting a child we will wait for half an hour before calling using the 3 numbers we have for a child. These numbers should always relate to people with permission to collect the child. If nobody can be contacted after repeated attempts and the child is extremely late being picked up the police will be called to try and make contact with relatives of the child. The managers discretion will be used to decide when this should occur.

**Missing Child**

The possibilities of losing a child whilst in our care are extremely slight. However we do have to have procedures in place to follow should such an incident occur.

If a child is lost whilst in our care we will follow these procedures:

* Once a child is confirmed as missing, the senior member of staff in charge will be informed. This may be the nursery manager, or overall manager.
* The Immediate area will be searched for the child by a senior member of staff, who will also inform the office to alert other staff around the building and garden. Other staff involved in the search will be asked to inform the office immediately if they find the child.
* Other EYFS staff members are to stay with remaining children to ensure their safety.
* After conducting an immediate search of the building and grounds, if the child has not been found- the office will be asked to telephone the police. The senior member of staff in charge will then liaise with the police, providing all requested information.
* If on a trip outside nursery, the senior staff member present will telephone the office to inform them and all procedures to alert the police will be followed from the office. The senior member of staff in charge will then follow direction from the police.
* Parents concerned will be telephoned by the office
* Following the incident a report will be written and Risk Assessments reviewed by Senior staff.
* If deemed necessary Ofsted will be informed and provided with incident reports.

Before taking any child out of nursery for an outing we follow our Procedures and complete a Risk Assessment.

**Intruder/ kidnap procedure for EYFS**:

Staff should always be wary of people they don’t know/suspect.

If a suspicious person is noticed within the nursery or premises/grounds the following should be adhered to:

* In the event of having to approach the person, two staff members ( ideally the senior management) should do this together and have a phone with them as a means of communication with the office.

After ascertaining the reason for their presence, either:

* Help them with their enquiry or direct them to the office for assistance if appropriate.

OR

* If they become offensive/aggressive remove yourself immediately to a place of safety within the buildings and raise the alarm with the office. 999 should be called.
* If you are at all suspicious, follow the same action as above.
* The children should be kept securely in the nursery.
* If the intruder is within the buildings, staff and children should remain in their rooms with doors closed, or if possible to do so safely, gather at the fire assembly point outside.
* 999 should be called immediately. Staff should make no further attempt to communicate with a potentially aggressive intruder.
* If the intruder makes their escape before the police arrive, details and full
* description should be made in order to assist the police.

If a person attempts to convince staff that they are family/friends of any of the children – the collection procedure should be followed. No person should be allowed to take a child without correct permission.

If a child is ‘snatched’ from the nursery or grounds – the police must be informed immediately and staff made aware. The lost child procedure must then be followed without putting the remaining children at any further risk.

Following any of the above, an incident report should be completed and submitted to relevant authorities as required

**Attendance and Child Missing in Education**

Although our children are not of compulsory school age we recognise that some of our children are vulnerable and we recognise our responsibility to ensure their well being to the best of our ability.

*Attendance*

We keep a daily register of which children are expected in nursery. If children do not come into nursery when expected we contact parents via text, phone call and email to find out why they are not in nursery. If children are absent for more than 3 days we record the reason in our absence notebook.

We keep attendance records (including times) for 50 years.

If parents do not respond to our attempts to make contact a member of staff goes to the house to check all is well by lunchtime. If a child is missing (and we are unable to make contact to find out why) and they are known to be vulnerable social workers or key workers will be contacted immediately.

When children leave nursery to start compulsory education we take details of the school which the child will attend. Contact with the school is made and transition paperwork (including the child’s learning journal and any safeguarding or SEN concerns) is completed and passed onto the new school. We encourage a meeting between settings to ensure a smooth transition.

If a child transfers to a new nursery setting we make contact with the new nursery setting and transfer the learning journal with safeguarding and SEN concerns.