



Colyton Caterpillars Early Education

Child Safety Policy

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| This policy was agreed by trustees/staff: | |
| Date of last review: | May 2026 |
| Date of next review: | May 2027 |
| Reviewed by: | K.Clode |

For the safety of all the children in our care, only the adults named on the registration forms will be allowed to collect the child from the setting without pre-notification. If for any reason you need someone else to collect your child, we will need either written or verbal permission from you before the session begins. If this is not possible (i.e. you are running late) and you require someone else to collect your child, you must ring the setting immediately. NO child will be released from our care unless we have official notification from the parent/carer with parental responsibility. If no notification is received from the parent then a staff member will telephone the parent for clarification on person collecting child.

If at the session end, no one collects a child, two staff &/or committee members (all DBS checked) will remain in the setting with the child until someone does come to collect the child. Caterpillar staff will endeavor to make contact with a parent/carer throughout. If after a period of time (1 hour) no one has collected the child and no contact can be made to a carer or the named people with permission to collect on their admission forms, Colyton Caterpillars will contact the police and/or social services.

If a parent/carer comes to collect a child heavily under the influence of alcohol or drugs and staff feel that the child's safety is at risk, the staff will contact the child's one of the other authorized contact numbers to collect child. If a parent/carer becomes aggressive towards staff members, then the police will be called.

A separate form will be given to the parents of the children using of the out of school clubs, to sign that they have understood our procedure.

Children's safety is maintained as the highest priority at all times both on and off premises. Great care will be taken to ensure that this policy does not need to be enforced.

Missing children

- The manager must be informed immediately, who will ensure all staff are aware.
- A thorough search of the nursery will take place, followed by a search of the surrounding area.
- Ensure all other children remain supervised, calm and supported.
- Check doors and gates to see if there has been a breach of security where a child could wander out.
- Carry out a headcount to ensure that no other child has gone astray.
- The manager will carry out a second search of the area

- If the above steps do not locate the child, the parent / carer and the police must be informed.
- The manager will meet the police and parents.

In the event of a child going missing during an outing, the following action should be taken:

- Inform the member of staff in charge immediately who will establish where the child was last seen and alert every one of the situation.
- Carry out a headcount to ensure that no other child has gone astray.
- A thorough search of the area should be carried out.
- A member of staff must retrace their steps back to the last meeting point.
- If appropriate, on-site security will also be informed and a description given
- If the above steps do not locate the child, the parents/carers and the police must be informed.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children.
- Staff from the nursery will be sent to assist the safe return of the other children where appropriate
- At least one member of staff will remain at the scene whilst others return to the nursery with the children. This member of staff will continue searching.
- The remaining member of staff will meet the police and parents when they arrive at a designated point.

In both instances children will be sensitive to what is going on around them and may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them. With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience, management will provide this. The nursery manager needs to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable. Staff must not discuss any missing child incident with the press without taking advice.

Investigating the incident

A full investigation will take place with written statements taken from all the staff in the room or who were on the outing. The nursery manager together with a representative from Colyton Caterpillars will speak with the parent / carers.

An incident report will be written detailing:

- The date and time of the report.
- What staff/children were in the group and the name of the staff designated responsible for the missing child.
- When the child was last seen in the group/outing.
- What has taken place in the group or outing since the child went missing.
- The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- Risk assessments will be reviewed following any incident of this nature.

If the incident warrants a police investigation, all staff will co-operate fully. Social Care may be involved if it seems likely that there is a child protection issue to address.

After the incident

Any incidents must be recorded in writing as soon as practicably possible.

The following people must be informed:

- Ofsted – 0300 123 1231
- RIDDOR -www.hse.gov.uk/riddor0845 300 9923
- The insurance provider.
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In order to prevent the loss of a child within the care of the pre-school, each child will be signed in on arrival at the main entrance and staff sign the children in and out. The doors will be closed and locked after each child enters and the parents will be expected to ring the bell to gain admission to the building. This record is checked along with the register at the end of each session.

In the event that a child becomes lost, the staff will first check the child ratio and begin a thorough search of the premises, ensuring a minimum of four members of staff to stay with the remaining children. If the child is not found the Manager or deputies will then telephone the Police, followed by the parents concerned and then the Chair of the Committee. If there are sufficient staff members available a certain number of staff will be allowed outside of the premises to widen the search.

Late and uncollected children

If a child is uncollected at the end of the day at least two familiar staff will stay with the child to ensure that the child receives a high standard of care in order to cause as little distress as possible. If parents are running late we ask them to contact us as soon as possible to advise of their situation. The manager and one/two members of staff will stay behind with the child (if it falls outside normal operating hours). During normal operating times, staff ratios must be met and planned for accordingly

If the parent/carer arranges for someone else to pick up the child, then they must give a full description of their appearance. The child will not be released until the staff have checked this information and are satisfied that the child is in safe hands. If there is any uncertainty staff should make further checks by telephoning the parent / carer. Once the child has been signed out the staff will not have responsibility for that child.

In the event that a child is not collected by an authorised adult at the end of a session/day staff will:

- Call the parents/carers and if there is no answer then the emergency contact numbers will be contacted.
- Staff will continue trying to make contact.
- After 1 hour if no contact has been made Social Care will be called.
- Staff will follow the advice given by Social Care and stay with the child until suitable collection arrangements have been made
- Under no circumstances will staff go to look for the parent or take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Ofsted may be informed.

Local contact numbers

- Ofsted: 0300 123 1231