



Lost or Uncollected Child Policy

Walsall Childminding Hub

St Matthew's Close, Walsall, England, WS1 3DG, United Kingdom

Policy Review: Annually

Lost Child

If a child goes missing, staff will immediately conduct a thorough search of the premises and surrounding area while maintaining supervision of other children. The manager and parents will be informed immediately. If the child is not found quickly, the police will be contacted.

Uncollected Child

If a child is not collected at the agreed time, attempts will be made to contact parents and emergency contacts. The child will remain supervised and reassured. If no contact can be made within a reasonable timeframe, Children's Services and/or the police may be contacted in accordance with safeguarding procedures.

Recording

All incidents will be fully documented and reviewed.

Responsibilities

All staff, volunteers and visitors are expected to follow this policy. Concerns, incidents and breaches must be reported promptly and recorded appropriately. Training will be provided where necessary and policies will be reviewed annually to ensure continued compliance with legislation and best practice.

Review

This policy forms part of the operational framework of Walsall Childminding Hub and should be read alongside safeguarding, health and safety and behaviour management procedures.