



Children 1:2

Policy for Lost or Uncollected Children

Clarendon Children's Centre is not responsible for children who are lost or left at the centre unaccompanied by an adult or carer.

Missing Child

- If a child is believed to be missing on site we will instigate our missing person's procedure.
- This will involve a headcount matched against the signing in register at reception which parents / carers are responsible for signing in and out.
- A full search of the building and surrounding premises will be made, using emergency staff and the child's parent/carer already located on site.
- If to no avail, the local police will be contacted and a missing persons report made.

Children Left at the Centre Unattended

- Children's must always be accompanied by a parent/carer whilst using the centre and never be left unsupervised.
- In the event of this happening every effort will be made to contact the parent/carers emergency numbers will be contacted. If still unsuccessful we will contact Social Services., where we will follow instructions given.

Any such incidents will be fully recorded in both incident/accident books. Parents/carers will have access to any such reports held on file. All policies and practices are reviewed on a regular basis to prevent such incidences occurring.

Reviewed and approved by Advisory Board : Spring 2011
Date for next review: Spring 2012