

Barnes Summer Play School

Children 'not collected' policy

Children are collected at 3.30 for Tree Toppers and 4pm for the Big Toppers and Junior Toppers at BSPS. If a child is not collected between these times a phone call to the parents/carers is then made. All known telephone numbers are called. If there is no answer and still no sign of the child being collected by 4.45pm, Social Services will be contacted and two members of staff will remain with the child until they are collected. During the wait we will continue to phone parents/carers and will leave notes on the school door with details of where we are. Please note that we will do everything in our power to locate parents before we call social services.

Lost Children policy

If a child is lost from the premises (or during an outing) a thorough search will take place of the entire building, surrounding gardens, and the local streets. Parents and the Police will be contacted as soon as the search is complete if the child is not found. Two staff members will remain with the group whilst the search is carried out.

On an outing, children will be given a lanyard with full contact numbers to call if they are lost. These lanyards will not display the child's name.