 **Missing Children and Late Collection Policy**

**Missing Child/ren**

In the unlikely event of a child going missing from the HOPS site the following procedure will be

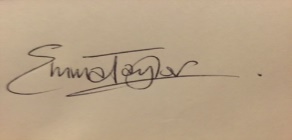
implemented immediately:

* All HOPS adults present will be informed and an immediate thorough search of the centre will be made followed by a search of the surrounding area, ensuring that all other children remain supervised throughout.
* A HOPS adult will notify the HOPS Play Leader or most senior member of staff who will take charge of the situation, whilst other HOPS adults continue searching.
* The Play Leader or a committee member will carry out a second search of the area.
* If the child has still not been accounted for the Play Leader or committee member will contact the police.
* The Play Leader will contact the parents/carers of the missing child/ren.
* During this period, HOPS adults will continually search for the missing child, whilst other adults remain as near to normal routine as possible for the rest of the children on site.
* The Play Leader will then await instructions from the police.
* Any incidents must be recorded in writing.
* OFTSED must be contacted and informed of any incidents by the Play Leader.

**Late Collection**

* All children must be picked up no later than 1.00pm.
* HOPS takes lateness in collecting a child very seriously, although we understand that occasionally delays are unavoidable. Parents/carers should contact the centre by phone if they think that they are going to be late. Parents/carers are requested to be prompt in exiting the site after they have collected their child to ensure the safety of children on site.
* In the event of a child not being collected, the Play Leader or committee member will make every effort to contact the child’s Parents/Carers after 15 minutes, and if this proves to be impossible,will try to get in touch with an alternative emergency contact, who is authorised by the child’s parents/carers to collect them on their behalf.
* If we have not been notified, or have been unable to contact parents/carers or emergency numbers by 1.30pm, it is our responsibility to contact the social services emergency duty line 01865 815956/323457 or the police and they will take responsibility for your child. In extreme case it can be considered as abandonment or neglect of the child.
* The Play Leader has a duty to inform OFSTED.
* Persistent lateness may result in the withdrawal of the place.

Signed: Emma Taylor



Title: Chair

Date: July 2016