



Rainbow Teddies Pre-school Policy Document

Emergency Procedures

Safeguarding and Welfare Requirements:

1) Child Protection (*Missing Child/Non-Collection of Child*)

2) Suitable People (*Staff Emergency Cover*)

5) Staff:Child Ratios (*Staff Emergency Cover*)

EYFS Key Themes and Commitments:

A Unique Child

Positive Relationships

Enabling Environments

*Learning and
Development*

This policy was adopted at a meeting on:

Review Date:

Signed: on behalf of the Management Committee

Print Name: Position:

Signed: Pre-school Manager



Rainbow Teddies Pre-school Policy Document

Missing Child

Children's safety is maintained as the highest priority and great care is given to ensure that children are appropriately supervised and accounted for at all times during the session and that exits/entrances are secure. In the unlikely event of a child going missing, the following procedures will apply:

During the Session & End of Session

- Whilst maintaining adequate supervision of the children, staff will be deployed to search the premises, garden and perimeter.
- All staff will endeavour to remain calm and not unsettle the rest of the pre-school children.
- Manorbrook School will be informed.
- Manager/Session Leader will inform police, then parents/carers or use emergency contacts; taken from the child's Information Booklet
- Should the child be found, police then parents/carers/emergency contact will be informed as soon as possible.
- For future investigation and evaluation the Manager/Leader will make a written account of the events.

Non-Collection of Child

Parents/carers should contact us by telephone: **01454 867231** if they think they will be late collecting their child.

In the event of a child not being collected we telephone people named on their child's emergency contact list, starting with parents/carers.

If no-one is able to collect the child after reasonable attempts are made to contact an appropriate 'contact' we will:

- Contact our local social service team for guidance/advice
- Ensure that at least two members of vetted staff stay with the child until the child is collected by the parents/carers or by a social worker
- Record the incident and store securely on the premises
- Reserve the right to charge parents/carers for the additional hours worked by the staff (dependent on circumstances)

If a child is to be collected by a person who is not listed on the emergency contact list, we require that parents give verbal or written permission, with them naming/describing the collecting adult and with them providing a password if appropriate. This will be recorded in our daily 'Communications Book' – the member



Rainbow Teddies Pre-school Policy Document

of staff who takes the message (in person or by telephone/email) will need to be sure that the message is genuine and will also be responsible for ensuring that all staff members are aware of the arrangement- where possible the parent/carer should sign the entry in the 'Communication Book'.

Staffing Emergency Cover

Should a member of staff be called away during a session, regard will be given to the safety and care of the children in session and the adult: child ratios. A set of procedures will be followed, preferably before the member of staff leaves.

- The Staff member/Session Leader will liaise with the Pre-school Manager to secure cover.
- If the Pre-school Manager is unable to cover then the member of staff/ Session Leader/Pre-school Manager will contact other staff or committee members to request support/cover.
- If no cover can be found and the adult: child ratios will be jeopardised, then the session will close early and staff/Session Leader/Pre-school Manager will contact all parents/carers to come and collect their children.
- Two members of 'vetted' staff will remain in session until all the children have been collected.
- It will be the duty of all parents to keep emergency contact numbers up to date.