



Adventure Pre-School – Registration, Safe Collection & Missing Child Policy

Our children's safety is of paramount importance to us all at Adventure. We therefore take the Registration and Collection of Children very seriously.

Registration: All children attending Adventure must be signed in on arrival. This will be via the Attendance App on the Family system. Children will be signed in (and out) by the Duty Manager. A secondary register may also be used on the door on occasion. The Attendance App will be audited after each session changeover to ensure that it is accurate. This will be done via a manual headcount of each area.

Authorised adults: When children start at Adventure, parents are asked to fill in information about their child on a Contact Information form and to keep it updated via the Family App. This includes details about the people who will be collecting the child. We will use this information to identify the designated person and would request a photo is uploaded on to Family of anyone who is not already known to us. We will also use a password and identification check for unknown adults who have been given permission to collect the child.

Suitable People: It is our policy that no person under the age of 16 years can collect a child. If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and well-being of the child may be compromised, the staff must inform a DSL (Designated Safeguarding Lead) who will assess the situation. If it is felt that the parent/carer appears unable to take responsibility for the child, they will take appropriate action. This may include contacting another person on the emergency contact list/member of the family. If another designated person is not available, then Children's Services or the police will be contacted.

Relationship breakdown of parents: In the event of the relationship between a child's parents breaking down, unless there is a court order, of which the school must have a copy, preventing one parent's contact to the child we are unable to legally deny access. Should a parent of concern ask to access their child, we will contact the first parent to come to school as soon as possible, explaining this procedure and asking the second parent to wait. If there is concern about violent or aggressive behaviour from either parent we will seek advice from the police and follow their recommendations.

An uncollected child: If you, or one of your approved contacts, does not collect your child within ten minutes of the time you should without contacting us we will ring you and if we cannot get hold of you, your emergency contacts, to check who is coming and when. Your child will remain in our care during this time with at least two members of the team. If we cannot contact you or another of the other authorised contacts and have had no contact from you within one hour of your child's normal collection time, we will phone Children's Services so that they can ensure your child is safe while you are located.



Late collection fees: We understand that there are times when being late is unavoidable and we just ask that you contact us as soon as you can to let us know so we can manage your child's expectations as to when you will arrive. If you are more frequently late to pick up your child, we will firstly talk to you about the reasons behind this but then impose a late fee of £10 for every full or part 10-minute period you are late, after the initial 5 minutes. If the lateness become routine, your child's place at Adventure may be at risk.

Lost or missing child: If we are concerned that our site has become unsecure (by one of the door locks or fencing becoming compromised) we will conduct a head count in all areas and check this with the daily operating log (register). The register has a record of which children are in attendance during a session and is completed three times a day for each of the morning, lunch and afternoon sessions. If the headcount is incorrect we will commence a search of the building whilst ensuring the rest of the children are looked after. The search will include the outside perimeter of the building, cupboards and communal spaces and the other side of the Community Centre. We will also cross-reference the register with the children who are present to identify the child who is missing. This involves a double-check with key carers about the child's attendance on the day. If the child cannot be located we will extend this search to include the local park and surrounding area and contact you as the parent to inform you that your child is not within the direct pre-school or the local area. We would also contact the Police to inform them and involve them in the search.