

Procedure for parent failing to collect their child.

1. Check collections folder
2. Ask at the school office if any messages have been left
3. Use emergency contact numbers to contact parents /guardians /grandparents
4. Failing the above, keep the child with a member of the nursery staff; inform Senco Members Marie Dawson, Mr Richard Burns, Head Teacher or Mrs Kate Williams, deputy for further instructions.
5. Keep child in office with key member of staff.
6. Inform the police after approximately 1 hour (01283 565055)

Procedure for a lost child.

1. Alert all nursery staff within the classroom
2. Check in classroom, toilets, stock cupboards, etc.
3. Alert Head Teacher, office, Staffordshire County Council, Look around school, and school grounds, then out of school site.
4. Alert parents/guardians
5. Inform emergency services. Local police station 01283 565055

Procedure for the supervision of volunteers, helpers and students within nursery.

1. Explain the signing in and out procedure and where the book is situated.
2. Where applicable, show the person(s) around the school building i.e. toilets.
3. Explain the fire procedure and show the exits.
4. Head of nursery (nursery leader) to assign a mentor to give direct supervision.

Supply with an induction pack with guidelines of policies and procedures