

## **WHAT PARENTS CAN DO TO HELP YOUR CHILD AND THE SETTING**

- Please will all Parents/Carers complete and return the **COLOURED** pages in the 'parent packs'. The white pages are a complete set of the Naval Under Fives policies, which can be kept for future references.
- As most of the NUF Settings now provide 'Continuous Provision', could you please make sure that the footwear you provide for your child is clean and suitable for inside and outside play, as Risk assessments are carried out daily on the gardens for animal deposits and mud etc. Could you please provide Wellington Boots for the bad weather, as the outside area will still be in use.
- Fees must be paid in advance. See 'Charging' policy and 'Terms & Conditions'.
- Please take note of collection times, Children become distressed if they are left waiting after all other children have gone. See 'Admissions' policy.
- If your child has been sick or unwell, please **DO NOT** return the Child for **48 HOURS** from the time of the last bout of sickness. Conjunctivitis is highly contagious, and your child should not return to the Setting until medical advice and treatment has been sought. See 'Infectious diseases' and 'Charging' policy.
- Please inform your Setting if your Child will be absent for any length of time for holiday or illness etc.
- Ensure the Setting has an up-to-date list of approved people to collect your Child. All these people need to be given the password you have told the Setting. Without this your Child will not be handed over to anyone. Please do not cause distress by neglecting to tell the collector of the password. The Manager/Deputy also needs to know if someone other than you will be collecting your Child.
- If you move house or change phone number, please ensure that Staff are informed and tell Staff if you will be unable to come to the Setting in an emergency during session. See 'Admissions' policy.
- Your Setting needs to know if your Child has any medical problem or allergy that has occurred since completing the registration form.
- If your Child requires medication during session, you need to give the medication to the Manager/Deputy and make her/him aware of the dosage and time of administration. You will be required to sign a permission form.
- Please read the Newsletter your Setting issues at regular intervals. This will give you written information on the topics to be covered, and activities to be held. Also look on the Internet at [www.navalunderfives.org](http://www.navalunderfives.org) for information about your Setting and others.
- Your Child is important to us – please share with us your Child's progress at home by looking at their record folder and commenting in it. You may also speak to the Manager or your Child's 'key Person' although we ask that you request a time that will not impinge on the smooth running of the Setting.
- Any item of clothing that is likely to be removed, e.g. coat, shoes, cardigan or jumper should be clearly marked with your Child's name. Please be aware of the weather conditions and dress your Child accordingly, as your Child may go for walks or out into the garden for fresh air and exercise.
- If you have any clothes or Wellie Boots that you no longer require for your Child – ask the Setting if they could put any of these items to good use.
- If at any time you would like to volunteer as a Parent / Carer Helper, ask at your Child's Setting.

## **MISSING CHILD**

If a Child goes missing from one of NUF Settings, the following will take place: -

- The Manager / Deputy will carry out a thorough search of the building, (including upstairs, if it applies to that Setting), garden, outside buildings, and inform the Office.
- Check the Register to make sure no other Child has gone missing.
- All doors and gates are checked for breach of security, whereby a Child could wander out.
- Manager / Deputy to talk to all Staff to establish what has happened.
- If the Child is not found the Parent / Carer is contacted, then the incident will be reported to the Police.

If a Child goes missing from an Outing where Parents / Carers are not attending and responsible for their own Child, the Setting ensures that the following procedures will be carried out: -

- When it is noticed that a Child is missing, all Staff on the outing will ask the Children to stand with their designated person and call a Register, to make sure no other Child has gone missing. One member of Staff will search the immediate vicinity – not beyond that.
- The Co-ordinator and/or Deputy will be informed, who will make their way to the venue to aid the search and be the point of contact for the Police as well as support for Staff.
- Staff will take the remaining Children back to the Setting.
- Manager / Deputy will contact the Child's Parents / Carers, who will be asked to make their way to the Venue or Setting.
- The Co-ordinator / Deputy will contact the Police and report the Child missing.
- If the Venue is an indoor event, Staff will contact the venue's Security, who will handle the search and contact the Police if the Child is not found.
- The Co-ordinator and/or Deputy will contact the Chairperson of the Trustees.

## **INVESTIGATION**

The Co-ordinator and/or Deputy will carry out a full investigation, taking written statements from all Staff involved at the time, and all present on the Outing. This will then be passed onto the Trustees for further investigation.

The Key Person / Staff will write an incident report detailing the following: -

- The Date and Time of the report. Staff, Children and Persons in the Setting / Outing.
- When the Child was last seen in the Setting / Outing and who with.
- What has taken place in the Setting / Outing since then?
- The time it is estimated that the Child went missing. A conclusion is drawn as to how the breach of security happened. If the incident warrants a Police investigation all Staff will co-operate fully. Social Services may be involved if it seems likely that there is a Child Protection issue to address, and Ofsted will be informed along with other Local Authorities including PLA and LEA.