

Lost Child Policy

In the event of a child becoming lost on an outing or from the premises the following actions will be taken:

Outing

The Supervisor would notify staff and the management and security personal of the establishment visited. The Supervisor would then allocate adults to supervise the other children allowing remaining adults to set up a search party. All adults should use mobile phones to keep in contact.

If after 10 minutes the child cannot be found then the police and their parents will be notified. The Police will co-ordinate the search from then on.

If the child is found before police and parents are notified, parents will be informed on return to Preschool and a review of procedures and risk assessment will be made.

Should the child still be missing when the children need to leave to return home, one staff member will stay along with the parents, so that when the child is found they have familiar faces to comfort and support them. If parents have not arrived then two staff members will remain.

On return to Pre-school remaining staff will phone Children's Services on:
0300 123 1630

Ofsted will be notified within 14 days of actions and outcomes on:
0300 123 1231

From the premises

The Manager will alert all staff and the school office.

The Manager will arrange for the remaining children to be supervised safely, then organise a search party of the school grounds, using mobile phones to keep in contact. If the child is found before police and parents are notified, parents will be informed at the end of the session and a review of procedures and risk assessment will be made.

If after 10 minutes the child cannot be found then the police and their parents will be notified. The Police will co-ordinate the search from then on.

When the situation has been resolved Ofsted will be notified of events and outcomes by calling their enquiries line on: 08456 404040.

A review will be held to find out how the situation occurred and to put measures in place so that it doesn't happen again.