



LOST CHILDREN POLICY

There are a limited number of situations where a child could be lost and these are:

- Where a child wanders off on a Pre-school outing
- Where a child escapes from the grounds of the setting
- Where a child is taken from the Pre-school by an unapproved adult

The pre-school complete a register within 15 minutes of the start of each session; head counts are done on a regular basis throughout the session.

If a child goes missing, we would:

- Group the children together in one large group.
- Ask a member of staff to do a head count and check the register.
- Check the area for doors/gates left open.
- Check all rooms on the premises and behind/under furniture.
- If child is not found, call the police and continue a wider search
- Check the local area
- Notes will be kept on the incident.
- Police will advise about informing parents/carers of the child.
- Inform OFSTED.

If the child is found in the above circumstances: -

- Discuss with the whole group of children about safety.
- Make a note in the incident book.
- Discuss with parents.
- Afterwards look at how the situation arose, and how to prevent in the future.
- Add to the Risk Assessment if necessary.