

Policy Name	Lost Child
Date Issued	January 2012
Author / Owner	Hagbourne Pre-School

Statement of Intent

The policy at Pre-school is to keep children safe and under supervision at all times. This policy has been written to address the times when this is not carried out fully.

Aim

To ensure that the children are cared for safely at Pre-school, and in the case of a child being identified as missing then appropriate steps are taken to find them as quickly as possible.

Method

Our procedure to protect the safety of the child

- As children arrive at Pre-school, they are greeted by a member of staff, and they self register with name cards. The Early Years Manager or other designated member of staff is at the door throughout the arrival times and records the arrival of each child in the register. They make sure no children leave through the main door. After all parents have left the building the Early Years Manager or other designated adult locks the door. Entry to the main building is then only possible by ringing the doorbell.
- The register is amended should any child arrive late or leave early.
- At the end of the session all children will sit on the carpet. The Early Years Manager or other designated adult will then dismiss children one at a time to the responsible adult by the main door for the AM session, and by the small hall door for the PM session to ensure no child leaves with the wrong person. The children are marked off the register as they leave the hall with their parent or carer.

Our procedure if a child is identified as missing.

- The person realising the child is missing will inform the Early Years manager or other designated member of staff.
- The remaining children will be seated on the carpet in the small hall and a head count will be made. They will remain on the carpet area until the child is found. These children will have a story or other circle time type activities.
- The child's keyworker will do a full and thorough search of the premises including toilets, cupboards, kitchen and stage areas. The outside area will then be searched including the bin area and the footpath behind the building.
- Once it has been established that the missing child is not on the premises a search will be made of the immediate surrounding area including the School, School field, Main Road, Harwood Road, Upper Cross Lane and Manor Farm Lane. If the child lives nearby and regularly walks to pre-school a check of their route will also be made.
- The police, child's parents, chairperson and OFSTED will be contacted. The police will take charge of the situation.
- All incidents will be recorded in the incident book, even if the child is found within a few minutes. OFSTED will be informed.
- Children are counted regularly through the session and a register is taken after each outdoor play session ends.

Outside Visits

- Written parental permission is sought before any outside visits.
- A full risk assessment is carried out of the site being visited.
- A register is taken for adults and children with appropriate ratios being adhered to.
- Regular headcounts will be made by each group leader.
- A meeting place and time will be arranged and all adults made aware.

If a child is suspected lost the following procedures will apply

- All assemble at the meeting point.
- All adults will be asked if the child has been seen.
- A search of the area will be made and the hosts informed.
- If applicable, the child's parents and the police will be contacted. The police will handle the situation from that point. OFSTED will also be notified.
- A full record will be made in the incident book.

If a child is suspected lost from Mini Explorers

- The person realising the child is missing will inform the Early Years manager or other designated member of staff. Walkie Talkies are used at all times to communicate.
- The remaining children will be seated in the designated area.
- The child's keyworker will do a full and thorough search of immediate area where the children play. Three other members of the team will immediately go to the three main exits and will remain there while the search is completed by the keyworker.
- Once it has been established that the missing child is not on the premises a search will be made of the immediate surrounding area including New Road, Wilcher Close, Harwood Road, footpath to Green close, Mowbrey Fields, all footpaths surrounding Millenium Woods. The route from preschool will also be checked by staff at preschool if they are available.
- The police, child's parents, chairperson and OFSTED will be contacted. The police will take charge of the situation.
- All incidents will be recorded in the incident book, even if the child is found within a few minutes. OFSTED will be informed.

This policy was reviewed and updated (where required) on 27/11/2021 (date)

Reviewed/updated by Dominique McCann (Chairperson)

Reviewed/Updated by _____ (Manager)

Reviewed/Updated by Julie Higgins (Deputy Manager)