



Sherwood Pre-School
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LOST CHILD POLICY

The pre-school takes its responsibility for the safety and security of every child extremely seriously. However, if a child is lost, the following policy will be implemented.

If a child appears to be missing from the pre-school **during standard sessions** the following procedure must be followed:

- Staff must notify the manager immediately.
- The remaining children are to be taken to a quiet area by at least two members of staff. **On no account should the remaining children be left unsupervised.**
- The manager must check the register to ensure the child was present and initiate a headcount.
- The manager must clarify the position with staff to ensure that an authorised person has not collected the child.
- All staff, not instructed to supervise the remaining children, should check all entrances and exits and search the building and outside area.
- If the child is not found immediately the police must be notified without delay.
- The parents must then be notified and informed of the action taken.

If a child is lost **during an outing** the following procedures must be followed. (Refer too to the Outings Policy):

- The leader of the outing must be notified immediately.
- The manager of the pre-school (if this is not the leader of the outing) must then be notified.
- The security personnel of the venue/setting should be notified and a search should be undertaken.
- The child's key person and two other members of staff should be involved in the search and therefore be on hand if the child is found in a distressed state.
- Other children should be taken to a safe place and the register and a headcount taken.
- If the child is not found immediately the police must be notified.
- The leader of the outing will notify the manager of all developments.
- The manager will contact the parents/carers as soon as the police have been notified to inform them of the situation.
- Wherever possible, arrangements will be made to bring all remaining children back to the pre-school provided appropriate staff-to-children ratios can be met, whilst leaving the child's key worker or another member of staff (with whom the missing child is familiar) at the venue.

A lost child constitutes an incident and therefore should be recorded as such with the manager and trustees reviewing policy and practice as necessary.

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