

## **LOST CHILD POLICY**

Children's safety is maintained as high priority at all times both on and off the Pre-school Premises.

Our pre-school has a high regard for the safety of all children. (Child Protection Policy). The practitioners are aware of the potential risk for children to go missing during pre-school sessions as well as on outings.

The pre-school practitioners operate a regular system of monitoring especially with regard to routines and activities that pose particular hazards examples of these are:

**OUTDOOR PLAY** – A headcount is conducted before and after use. Adult/child ratios are maintained as one to four for younger children and one to eight for older children.

**OUTINGS** – When organised by the pre-school whenever possible include parents (who accompany their own child)  
Adult/child ratios are maintained one-adult/two children (short outings).

If for any reason a practitioner cannot account for a child's whereabouts during the session the following procedure will be activated.

- The practitioner in question will inform the pre-school manager who will inform the staff team that a child is missing.
- Identify the missing child through the registration process/headcount.
- A thorough search for the child will commence ensuring that the other children remain safe and adequately supervised.
- An adult will retrace steps to seek the child and give comfort and support before returning to the group.
- All procedures will be carried out in a calm manner.

## **IF A CHILD IS NOT FOUND**

1. The pre-school manager will inform the police.
2. The pre-school manager will inform the child's parent.

May 18

The search will continue while waiting for the police and parent to arrive. Other staff will maintain a normal routine as possible for the other children in the pre-school setting.

The manager will be responsible for meeting the police and the missing child's parent. The manager will co-ordinate any actions instructed by the police and reassure the parent.

Once resolved the manager and practitioners will review policies and procedures and implement any changes. Risk assessments will be reviewed and regularly monitored by the health and safety coordinator Sue Purcell.

All incidents of children going missing from the pre-school will be subject to a full investigation and review to the policies and procedures. Records will be stored in a confidential file and in the cases where either the Police or Social Care have been informed ofsted will also be informed. This information will comply with our Privacy Notice and the Data Protection Regulation GDPR (2018).

**Ofsted Telephone No: 0300 123 1231**

The procedure to follow if a child goes missing on an outing is as follows:

1. Procedures will be carried out in a calm manner.
2. The practitioner will inform the Manager of the Pre-school that a child is missing.
3. Identify the missing child through the registration process/headcount.
4. A thorough search will commence ensuring that all other children remain safe and are adequately supervised. They will remain as a whole group.
5. The practitioner will retrace steps to seek the child and give comfort and support before returning to the group.

**IF A CHILD IS NOT FOUND:**

1. The practitioner in question on the outing will inform the police and contact the child's parents. They will continue to search for the child.
2. The practitioner will keep the Pre-school Manager informed of the situation.
3. The practitioner in question will coordinate actions instructed by the police and reassure the parent.

May 18

4. All incidents will be documented and the Policies and procedures will be reviewed and monitored.
5. The Pre-school Manager will conduct a full investigation following a child going missing from the Pre-school.

Ofsted will also be informed. Tel 0300 123 1231