

# Little Frogs Pre School

## Lost Child Procedure

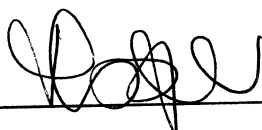
### Policy Statement

Our pre-school has the highest regard for the safety of the children in its care.

### Aim

Staff will always be extremely aware of the potential for children to go missing during sessions or outings.

This Policy and the provision's practices will be reviewed periodically and kept up to date in accordance with any changes in legislation.

Policy Approved By:  Date: 4/3/15

(On Behalf of the Management Committee of Little Frogs Pre-School)

## Methods

Even when all precautions are properly observed, emergencies can still arise. Therefore, members of staff will undertake periodic head counts, in addition to the registration procedures set out. If, for any reason, a member of staff cannot account for a child's whereabouts during a session, the following procedure will be activated.

1. The member of staff in question will inform both the supervisor and the rest of the staff that the child is missing and a thorough search of the entire premises will commence.

If out on a walk, the immediate area would be searched thoroughly and a member of staff would go back to the pre school and grounds to check there.

If on an outing, a member of staff would check the immediate area.

The staff will be careful not to create an atmosphere of panic and ensure that the other children remain safe and adequately supervised.

2. The supervisor will nominate two members of staff to search the area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the pre-school.

3. If, after 5 minutes of thorough searching, the child is still missing, the supervisor will inform the police (using 999) and then the child's parent/carer.

If on an outing, the appropriate member of staff or 'lost child area' would be informed and given the relevant information.

4. While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at pre-school.

5. The supervisor will be responsible for meeting the police and the missing child's parent/carer. The supervisor will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parent/carer.

6. Once the incident is resolved, the supervisor and the staff will review relevant policies and procedures and implement any necessary changes (paying particular note to the provisions of the pre-school's security policies and risk assessments).

7. All incidents of children going missing will be recorded in the incident record book, and in cases where either the police or social services have been informed, OFSTED will also be notified, as soon as is practical.