

## **SOUTH DARLEY AND WINSTER PRE-SCHOOL LOST CHILDREN POLICY**

### **On Pre-school Premises**

If a child goes missing during a session at pre-school, the staff will:

- Check all exits to establish whether the child
  - a) is somewhere on the premises i.e. toilets, hall, stairs, downstairs?
  - b) could have left the hall i.e. car park, surrounding area – are all the exits secure
- Assemble all children to do a head count and perform a register check to confirm that a child is missing and who the child is

Ensuring adequate supervision of the remaining children, staff will perform a search of the hall and immediate environs.

Once it becomes apparent that the child is not on the premises, the emergency services will be called via 999, and the parents/carers contacted.

Whilst waiting staff should compile a clear and accurate description of the child along with a recent photograph– height, colouring, age, clothing etc. ready to give the respondents to the call.

The child's parents/carers will be kept informed and updated at all times.

### **Off Pre-school Premises**

Children will already be assigned to adults in small groups so it should be quickly apparent if a child is missing.

Adults in charge of the small group should contact other groups to inform them just in case a child has attached him/herself to the wrong group accidentally.

If the groups are not in visual contact of each other then this should be done by mobile phone.

One member of the total group will have all registration details of all the children with them and these should be used to confirm the child's original presence.

The whole group will then be brought together and sat somewhere appropriate supervised by all but one or two adults on the trip who will perform a thorough search of the area. Any other adults, i.e. staff of the organisation being visited (if applicable) will also be informed and brought in to help the search.

If the child is not found the Pre-school staff will return to the whole group and emergency services contacted and child's parents must then be informed.

In both of the above situations it is important to remember and always consider the safety of all the other children, ensuring they are supervised at all times.

After the situation has been resolved the setting manager and staff will look into the incident in order to establish why it happened and devise steps and measures to reduce the risk of it happen again.

Reviewed on \_\_\_\_\_

Approved by \_\_\_\_\_ (Manager)

Approved by \_\_\_\_\_ (Committee)

Next Review due \_\_\_\_\_

**I have read and understand this policy**

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