



Lost Child Policy

In the event that a child leaves the group without the knowledge of the staff, the following procedure should be followed:

- Gather the remaining children together and ensure staff/child ratio. Any remaining pre-school staff should conduct a systematic search of all facilities used by the pre-school, enlisting help from all other people on the premises.
- Ensure all adults present know the problem and establish who last saw the child who is missing, when, what they were wearing and what they were doing.
- Without alarming them, ask the children if they have seen the child who is missing.
- One member of staff should notify the school and walk around the school grounds, then walk up to the playing field and village hall car park, taking with them a mobile phone.
- The Manager should inform the parent or responsible adult that their child is missing and how the search is progressing. Ask for details of anywhere they think child may have gone like a relative/friend's house.
- If the above steps do not locate the child, the police must be contacted. They have the resources to conduct a search and speed is important.
- Ofsted must be informed of the incident by telephone (Tel: 0300 123 1231).
- Inform the Chairperson and any other staff members not present.
- When speaking to parents/carers concerning the incident staff and committee members should remember the following:
 - Parents are likely to be in a state of shock.
 - Full information regarding the search and consequent Police/Ofsted investigation should be given.
 - Nothing should be said to imply the acceptance of liability by the pre-school which might invalidate the pre-school's insurance.
 - That the pre-school regrets the incident and is doing all it can to ensure the incident is not repeated.

At the end of the session in which the incident has happened, no child should be allowed to depart from the group without their responsible adult being fully aware of what has happened. This should be ensured by asking all parents to stay until a verbal report has been given by the Manager. Following this a letter should be sent to all parents updating them of the incident. Copies of this letter should be sent to Dauntsey's Academy Primary School Head Teacher and the Chair of Governors, Ofsted and the PSLA Insurance Department.

When the child is found the Manager will inform the parents and all staff and other parties involved in the search.

After the event the pre-school will conduct an investigation into the circumstances surrounding the incident and any failures of procedure. This investigation will be documented. We would also review the

success/failure of the Lost Child policy through the Staffing and Management Committee structure. The parents of the child involved should be invited to attend a meeting to discuss the outcome of the review.

Call the insurance manager at the Early Years Alliance who will alert our regional centre who can offer support.

The Manager and Chairperson are responsible for monitoring and evaluating the policy.

Reviewing the Lost Child Policy: The Chairperson is responsible for overseeing the annual review.

The Lavington Pre-school Lost Child Policy will be reviewed on:

Date: **Signed:**

Name: **Post:**

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