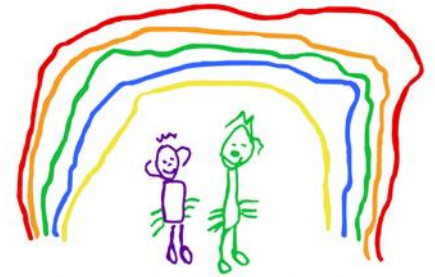


Lost Child Policy and Procedures



Magdalen Gates
Preschool

In the event of a child becoming lost while in the care of the preschool, we put into practice the following procedures. These ensure that a systematic approach to find the child is taken and consideration is given to the levels of risk to the child.

In the event that a child is lost, we will ensure a search is made for the child as soon as possible, parents and authorities are notified at the appropriate stage, and a high level of care is maintained to other children in the preschool while procedures are followed.

Lost Child at Preschool Procedures

- We will check the register to confirm the child came to pre-school. We carry out a quick search of all rooms, cupboards and all areas in the pre-school.
- The manager will send a member of staff to make an initial search for the child. The member of staff will check the school grounds outside the preschool and then check surrounding roads. She will check by parked cars and other visual obstructions, then report back to the session supervisor and the Primary school secretary. This will be done as quickly as possible.
- While the initial search is made, the manager will question all adults at the preschool to establish the last sighting and time, clothes that the child was wearing, and the mental state of the child (happy, upset etc.)
- The manager will then telephone the police, report the situation and follow their advice.
- The manager will telephone the parent/carer and report the situation. She will ask the parent to come to the preschool, by using the normal route that the child would take and preferably by walking. The manager will then send a different member of staff to make a search of the area, and continue the search until instructed otherwise.
- When the parent arrives at the preschool, and the child is still lost, we ask the parent to return home and wait, in case the child has managed to make their way home.
- Telephone lines should remain as free as possible so that messages are not delayed.
- The preschool activities for the remaining children continue as normal and staff not involved in the search will give the children proper attention.

Lost Child on Outings Procedures

We attempt to minimise the risk of lost children by ensuring they are properly supervised by a parent, carer or member of staff. Each child without a parent or carer on the outing will have a member of staff allocated to them, a maximum of two children per staff member.

- If coach travel is part of the outing, the number of people will be counted and double checked on the coach prior to leaving.
- If the child is lost at the venue, all adults and children will return to a meeting point, and staff will be despatched to search for adults and parents.
- A count will be made to confirm all present. Adults will be asked when they last saw the child, and what clothes the child was wearing. All adults will be asked to look for the child as they proceed with the outing, and a member of staff will stay at the meeting point so that if the child is found, this can be reported to the manager or assistant manager.
- The manager or assistant manager will alert officials at the venue that there is a child missing and take their advice.
- The police will be telephoned to report the situation and staff will follow their advice.
- Where possible, at the end of the outing a member of staff will remain at the venue to assist in the search, and if successful, to bring the child back. If the parents are not on the outing, the manager or assistant manager will telephone the parents and advise them of the situation.

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