

Pre-School at St Saviours

Policy on Lost Child

There are a limited number of situations where a child could be lost, and these are:

- Where a child wanders off on a pre-school outing
- Where a child escapes from the garden
- Where a child is taken from the pre-school by an unapproved adult (see Procedures for Answering the Door and for the Collection of Children).

Should a child become lost the following action should be taken:

- Alert the Partner in charge who will make enquiries of relevant members of staff as to when the child was last seen and where.
- Remember the safety of the other children, with regard to supervision and security.
- Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, garden and immediate vicinity.
- If the child cannot be found within fifteen minutes then the Police should be contacted using '999' and the parents must be informed. When telephoning the police either on the setting's telephone (01483 888531) or on the settings mobile phone (07903 609172). The police will want to know address of setting, next of kin of the child. A detailed description of the child, including age, sex, working down from head to toe including as much clothing description as possible. The circumstances of the incident, including anything that may have triggered the disappearance, i.e. how long have they been missing, where last seen. Who is looking for the child, where are they, do they have a mobile with them and the number.
- Documentation in the incident book will be made of what has happened so far and the advice given by the police. This will be done by one of the partners in charge.
- Both partners will be informed of this incident. Ofsted will be contacted and informed.
- Staff will continue to search until advised otherwise by the police.
- One of the partners would continue to document the incident.

- Once the child is found the following people would be notified, police, parents, other members of staff, partners, Ofsted.
- Ofsted would be notified in writing of the incident and its outcome.
- A full risk assessment will be carried out to ensure this does not occur again by the Health and Safety Officer.

Signed on behalf of the Partnership

October 2019

Jeanette Samuel -
Partner