

The Lost Child Policy

Statement of intent

In the event that a child is lost, the Pre-school will put into practice the agreed procedures and ensure that the other children are cared for safely by qualified staff.

Aim

In the event that a child is lost we will ensure that the procedures are followed, causing as little distress possible to the rest of the children in the setting. We will do our utmost to prevent a child from getting lost in our care at all times.

Procedures

1. a) Gather all the children together by qualified staff and take the register.
b) Other members of staff to search every room and garden area, ensuring all doors and gates are still closed and locked.
2. Search surrounding areas e.g. car park, road etc. closing all doors and gates behind you.
3. Phone parents (ensuring that the records are kept up to date, e.g. phone numbers, address, and work details.), explain calmly and in detail of what has occurred.
4. Phone the Police (020 8363 1212), have the child's records at hand and as much detail of the child as possible. As well as the address and telephone number of the setting.
5. Write down all events leading up to the child missing and what has been done to find the child.

This policy was adopted at a meeting of Little Wellingtons Pre-school
Held on July 2011
Signed on behalf of the pre-school