

# Poppet's Pre-School

## Lost Child Policy

### **Aim:**

It is our intention that all children will be safe and secure whilst attending Poppet's Pre-School. In the unlikely event of a child going missing, the following procedure will be implemented:

- The pre-school manager will be informed immediately and any additional staff present will be informed and deployed to start an immediate thorough search of the pre-School, followed by a search of the surrounding area, ensuring that all other children remain supervised throughout.
- The manager will carry out a second search of the area.
- If the child has still not been accounted for, the manager will contact the police.
- The manager will also contact the parents/carers of the missing child.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the pre-school.
- The manager will meet the police and parents/carers and inform them of any information they are aware of.
- The manager will then await instructions from the police.
- Any incidents must be recorded in writing and reported to the owner immediately.
- OFSTED, Kingston's Safeguarding Team & the pre-schools designated Childcare Development Adviser will be contacted and informed of the incident.

**This policy was adopted on:** .....

**Signed on behalf of the Pre-School:** ..... **(Owner)**

**Date for review: August 2015 (Annually)**