



LOST CHILD POLICY

During group sessions:

If a child appears to be missing from the Pre-School the following procedure must be followed:

- Staff must notify the managers immediately
- The remaining children are to be taken to a quiet area by two members of staff.
- The manager should check the register to ensure the child was present and initiate a headcount.
- The manager to clarify the position with staff to ensure that an authorised person has not collected the child.
- The remaining staff should check all entrances and exits and to search the building and outside area.
- If the child is not found immediately the police must be notified without delay.
- The parents must then be notified and informed of the action taken.

Please remember that the remaining children should never be left unsupervised.

Outings.

If a child is lost during an outing the following procedures must be followed:

- The Manager of the outing must be notified immediately.
- The security personnel of the venue/setting should be notified and a search should be undertaken.
- The child's key person and two other members of staff should be involved in the search and therefore be on hand if the child is found in a distressed state.



- Other children should be taken to a safe place and the register and a headcount taken.
- If the child is not found immediately the police will be notified.
- The group should operate a touch base policy, where a designated member of staff will inform the parents/carers.