



Missing or lost child policy

We are required by OFSTED to have a Missing or Lost Child Procedure. The security procedures that we have in place make this a very unlikely event.

To ensure that children are not lost whilst in the care of the Pre-school we:

- Carefully supervise children at all times.
- Maintain appropriate staff/child ratios at all times.
- Provide high handles on all doors.
- Closely monitor children in and out of the building.
- Closely monitor children on outings and trips.
- Ensure that visitors to the Pre- school are supervised at all times.
- Complete regular register checks when children are moving around the building and from one area to another.

In the unlikely event of a child being lost whilst in our care the following procedures will be followed:

- Staff members will immediately undertake a thorough search of the Pre- school and the immediate vicinity.
- All staff present will be informed and an immediate thorough search of the pre-school both internally and externally will be made, ensuring that all other children remain supervised throughout.
- The Pre- school manager will be notified and staff members will be called from other areas of Morning Glory Pre- school to help with the search.
- If following a thorough search of the Pre- school and immediate vicinity, the child cannot be found the police will be called and the child's parents will be notified without delay.

In the unlikely event of a child being lost whilst on a trip or outing the following procedures will be followed:

If a child goes missing whilst on an outing, where parents are not attending and responsible for their own child, the pre-school ensures the following procedures are put into place:

- A member of staff will search the immediate vicinity only whilst ensuring the remaining children are adequately supervised.
- If the child is still not found they will inform the pre-school manager and police using pre-school mobile phone. The manager will make their way to the location and be a point of contact with the police and child's parents/carers who will also be informed. All other staff and children will return to the pre-school.
- A second search of the premises will be carried out whilst waiting for the police to arrive.
- Where it is safe to do so, two staff will check the immediate vicinity for the child. They would always have a mobile phone with them.
- Staff will then wait for the police to arrive and follow their instructions. The person in charge would continue to organise the search whilst awaiting the police.

Ofsted would be contacted and a written report sent by the Pre-school's Manager informing them of the incident within 14 days.

When taking the children on outings, a risk assessment is carried out prior to the outing and regular head counts are made throughout the time. Children are allocated to certain members of staff with higher than normal ratios, to ensure the children are safe at all times. The procedure outlined in the specific risk assessment for their outing will be followed in the event a child goes missing whilst on an outing.