

LOST CHILD PROCEDURE

In the event of a child going missing during the Pre-school hours of.

Monday 9.00 a.m. – 2.45 p.m.

Tuesday/Wednesday and Thursday 9.00 a.m. – 12.00 p.m. / 12.00 p.m. 2.45 p.m.

Friday 9.00 a.m. – 12.00 p.m. the following procedures will be put into place:

- Two members of staff do a head count and take register as per procedure for Fire Drill, to ascertain exactly who is missing.
- Management staff to check and search all exits. They will then proceed to check and search front and back of premises, including gardens to front, side and back and courtyard outside the kitchen.
- Two members of staff to check all inside areas, including garage, office and toilets and then return to main body of children to await further instructions.
- Two members of staff (those taking register/headcount) to always stay with all remaining children.
- Inform police, parents/family, Social Services and LA.
- Management to continue to search – using a wider field – until child is found.
- Notify all relevant parties when child is found.
- Inform OFSTED of circumstances.

MISSING CHILD PROCEDURE (for trips out)

For a trip out with a group of children we would expect the adult: child ratio to be 1:2 or 1:3 at most, and there would therefore be a higher number of staff/helpers on hand to assist with a search. In the event of a child going missing during a trip, the following procedure will be put into action:

- One member of staff to alert and seek assistance at the Information Point/Bureau.
- Maintain a high adult to child ratio and, keeping all remaining children in one place, do a headcount followed by registration – using the fire drill procedure. It is important to keep calm so as not to alarm the children.
- Staff would be allocated areas to search with the aid of site officials. All staff engaged in searching will be required to report back every 5 minutes so that the situation can be assessed.
- A member of staff (from the main group)/site official to contact police. Another member of staff to contact parents if the child is not found after the initial search of the area.

P.T.O

- Designated staff to keep searching and reporting back.
- When the child/ren is found, quickly notify officials, police and Parents.

Updated Oct 2023