



Lost/Missing Child Procedure

In the unlikely event of a child lost or going missing within/from the Pre-School, the following procedure will be implemented immediately:

Stage 1

- The Manager/Deputy will be informed immediately and all staff present will be deployed to start an immediate thorough search of the building, followed by a search of the surrounding area, ensuring that all other children remain supervised, calm and supported throughout.
- The register should be taken to confirm all other children are present.
- The Manager/Deputy will carry out a second search of the area.
- If the child has still not been accounted for, we move on to Stage 2 as the child is now missing.

Stage 2

- The Manager/Deputy will call the police.
- The Manager/Deputy will contact the parents of the missing child.
- The Manager/Deputy will contact the Chairperson who should make their way to the setting if possible.
- During this time 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.
- The Manager/Deputy will meet the police and parents.
- The Manager/Deputy and Chairperson will follow instruction from the police.
- The incident must be recorded in writing as soon as practically possible.
- OFSTED must be contacted and informed.
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience.
- Post-incident risk assessments will need to be conducted following any incident of this nature.

This policy was adopted by the Bierton Pre School Committee

Date: 11th March 2019

Signed:.....

Name: **SARAH HEARN**

Role of signatory: **CHAIRPERSON**

Signed, all staff: