



Seedlings Pre School
St Johns Memorial Hall

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Lost Child Policy for Setting

At Seedlings we employ thorough safety measures to ensure that children cannot go missing while in our care. In the unlikely event that a child did become lost while in our care or while on an outing we have strict procedures which we will follow to ensure that every effort is made to find the child as quickly as possible. This includes identifying where the child may have gone and using all available personnel and resources to find the child without compromising the safety of other the other children in the setting. Once the incident has been dealt with appropriately the incident will be fully reviewed by all staff members to find ways to prevent it occurring again.

- Staff will identify where the child was last seen
- One or two designated members of staff will make a thorough search of the premises and nearby surrounding area while the children stay within the pre school premises under the supervision of the remaining staff.
- If the child cannot be found within 10 minutes then the police will be contacted to report the child missing. The parents of the child will also be contacted at this point.
- Staff will remain with the other children within the pre school setting for the remainder of the session but will work in conjunction with the emergency services in any way that is required. If necessary the parents of the remaining children will be contacted and requested to collect them.
- Ofsted and our Local Area Designated Officer will be informed of the incident and a written record will be kept which will be reviewed by all members of staff following the incident.

Please see our Outings Emergency and Major Incident Procedure for details of how we handle this incident should we be outside the pre school setting.

Date policy written: April 2017

Written by: Jennifer Bruton – Pre School Owner