Lost Child Policy

Aim;

In the event of a child going missing, we will ensure the safety of everyone else on site is not compromised.

As soon as a child is thought to be missing we will immediately inform other staff without causing panic.

An immediate search will be initiated, we will search inside and outside the building, checking if there was a way that the child could have left the outside area, we will keep in contact using mobile phones, redeploy staff to enable staff to search at the same time ensuring the safety of the children at the setting.

If the child is located, we will document in the incident book, notify the parents, and OFSTED and do a risk assessment.

If the child is not located immediately-we will contact the police using 999 and will have the following information on hand;
The setting address,
The next of kin of the child,
A detailed description of the child, including age, sex, working down from head to toe including as much clothing description as possible,
The circumstances of the incident, including anything that may have triggered the disappearance, i.e.how long they have been missing, where last seen, was there an argument (with another child) .
Who is looking for the child, where they are, do they have a mobile with them, and what is the number ?

The manager would document the incident so far, including any conversations and advise from the police.

The manager would contact the parent/carer using contact details held.

Staff will continue to search (until otherwise advised by the police).we will always consider Ofsted and the national Standard ratios for the children in the setting.

The manager will continue to reassure the staff and document the incident.

Once the child is found we would notify the parent/carer/and police and Ofsted.

We will also notify Ofsted of this incident in writing and it's outcome we would also carry out a risk assessment to ensure that this would not occur again.

This policy was adopted by Charmarie Galhenege for Happy Stars Preschool.

Name ;………………………………………………………………………

Position ; ……………………………………………………………………

Signature ; …………………………………………………………………

Date ; ………………………………………………………………………

Review date ; ………………………………………………………………

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