

## **LOST CHILD POLICY**

### **Aim**

The safety of children in our care is our first priority.

### **Methods**

In the extremely unlikely event that we should ever lose a child the following procedure will be put into place:

1. On discovering a child is missing we would keep the remaining children as calm as possible and sat down for an activity (story/song). This will allow the maximum number of adults to search for the missing child. A check would be made of the building and the surrounding area.

### **If the child is not found:**

2. We would inform the child's parents being as sensitive and accurate as possible the, child may have decided to walk home. If this is the case staff will discuss the route the child may have taken, with the parents, and follow it to see if they can find the child.
3. If the child is still not found the Police will be informed. If the Police need to be informed then Social Services will also be informed.
4. A full record of what happens will be taken by the Play leader or senior member of staff at the time. It will record:
  - a. Time child was noticed missing
  - b. What actions were carried out to find the child
  - c. What time others were informed
  - d. What information was passed on what was received when other people and agencies were informed?The staff will be mindful that they may be dealing with people who will be emotional, frightened and angry and that they themselves must try and remain calm and sensitive when dealing with this difficult situation.
2. Once the child is found staff will need to be aware that the child may have been frightened and will need comforting. All children will then be reminded of the setting rules which are there to prevent them becoming lost.

*This policy was adopted at a meeting of the pre-school held on (date).....*

*Signed on behalf of the pre-school.....*