



Bear Flat Pre School

Registered charity no: 1066705

Ofsted registration no: 133007

Lost Child Procedures

Statement of intent

We will minimise the opportunity of lost children by ensuring they are properly supervised by a parent, carer or member of staff at all times. In the event of a child becoming lost while in the care of the Pre-school, the Pre-school will put into practice the following procedures. These ensure that a systematic approach to find the child is taken and consideration is given to the levels of risk to the child.

Aim

In the event that a child is lost, we will ensure a search is made for the child as soon as possible, parents and authorities are notified at the appropriate stage, and a high level of care is maintained to other children at the Pre-school while these procedures are followed.

Procedures

Lost child at Pre-school procedure

A search of all rooms, cupboards and all areas in the Pre-school will take place.

The session supervisor will send a member of staff to make an initial search for the child. The search will start with the member of staff going to the road outside the church hall and check the road. He/she will then check the grounds around the church, including the outside space and check by parked cars and other visual obstructions. Next, a search of other parts of the internal church hall will be made, before reporting back to the session supervisor. This will be done as quickly as possible.

While the initial search is made, the session supervisor will make enquiries of all adults at the Pre-school to establish the last sighting and time, clothes that the child was wearing, and the mental state of the child (happy, upset etc.).

The supervisor will then telephone the police and report the situation and follow their advice.

The session supervisor will telephone the parent or carer and report the situation. The session supervisor will ask the parent to come to the Pre-school, by using the normal route that the child would take and preferably by walking. The session supervisor will then send a different member of staff to make a search of the area, and continue the search until instructed otherwise.

When the parent arrives at the Pre-school, if the child is still lost, we will ask the parent to return home and wait, in case the child has managed to make their way home.

Telephone lines should remain as free as possible so that messages are not delayed.

The pre-school activities for the remaining children will continue as normal and staff not involved in the search will give the children proper attention.

Lost child on outings procedure

On outings, each child without a parent or carer on the outing will have a member of staff allotted to mind them, and the member of staff will be allocated a maximum of 2 children.

If coach travel is part of the outing, the number of people will be counted and double-checked on the coach prior to leaving and a register taken.

If the child is lost at the outing's venue, the session supervisor will insist that all adults and children return to a meeting point, and will despatch staff to search for the missing child.

A count will be made and a register taken to confirm all who are present. Adults will be asked when they last saw the child, and what clothes he/she was wearing. All adults will be asked to look for the child as they proceed with the outing, and a member of staff will stay at the meeting point so that if the child is found, this can be reported to the session supervisor.

The session supervisor will alert officials at the venue that there is a missing child and take their advice.

The police will be telephoned to report the situation and staff will follow their advice.

Where possible, at the end of the outing a member of staff will remain at the venue to assist in the search, and if successful to bring the child back.

If the parents are not on the outing, the session supervisor will telephone the parents and advise them of the situation.

Policy Adopted on Behalf of the Pre-school Committee by:
(Chairperson)

Date: