

Lost Child Policy

The school has in place the following systems for the protection of children

- Exits from the premises are secured in a way which makes it improbable for a child to leave unobserved/unattended, while allowing rapid exit for the whole group in case of an emergency.
- An accurate and up to date register must be kept, and both adults and children, including visitors, should be signed in and out whenever they enter and leave the premises (stating times of arrival and departure), using the book in the school office.
- Two adults should supervise Foundation Stage children at all times.

Even in the best regulated situation, however, accidents can and do happen. These are the procedures to follow if a child cannot be found:

Anyone suspecting a child may be missing must alert the Headteacher - the chances of finding a missing child safe are greatest if the child's absence is soon discovered. Staff should know how many children should be present and checks should be conducted whenever children move off/back on site.

The following procedure is appropriate once it is known that a child is missing:

- Search systematically – the school is responsible for the missing child and also for the other children in the group. Gather the remaining children into one group and a member/s of staff carry out an activity such as story time. Other staff members are to search the building and immediate local area.
- Contact the parents or emergency contact without alarming them. Explain the situation and double check that the child is not there or the whereabouts known.
- If the above steps do not locate the child, the police will be called on the emergency number. They have the resources to conduct a search and speed is important.
- Contact Ofsted and inform them of the situation.
- Complete an incident form and keep this on file.
- Review risk assessments.