

## Lost Child Procedure from Pre-school

EYFS: 3.63, 3.65

At **Little Fingers Pre-school** we take all reasonable steps to ensure the safety of children on the premises, we only release children into the care of individuals who have been notified us by the parent and have safety systems in place to ensure that children do not leave the premises unsupervised. We have a double door to the outside area, with the external door always being locked via a high bolt at the top of the door. Once outside, the gate is locked using a padlock – which is beyond the reach of the children. The key to the padlock is kept on a high hook inside the porch.

In the unlikely event of a child going missing within/from the pre-school, we have the following procedure which will be implemented immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
- The pre-school manager will be informed immediately and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the pre-school, followed by a search of the surrounding area, whilst ensuring that some staff remain with the other children so they remain supervised, calm and supported throughout
- The pre-school manager will call the police as soon as they believe the child is missing and follow police guidance. The parents of the missing child will also be contacted
- A second search of the area will be carried out
- During this period, available staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the pre-school
- The pre-school manager will meet the police and parents
- The pre-school manager will then await instructions from the police
- In the unlikely event that the child is not found the pre-school will follow the local authority and police procedure
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings
- Ofsted will be contacted and informed of the incident
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary
- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced

<b>This policy was adopted on</b>	<b>Signed on behalf of the pre-school</b>	<b>Date for review</b>
May 2022		May 2023