



## Missing/Lost Child Policy

### STATEMENT OF INTENT

*In the event that a child becomes lost or missing during a pre-school session the pre-school will follow agreed procedures.*

### METHOD

- Parents of children starting at the pre-school are asked to provide specific information which is recorded on our Registration Form, including:
  - home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour's;
  - place of work, address and telephone number (if applicable);
  - mobile telephone number (if applicable);
  - names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from pre-school, for example a childminder or grandparent; and
  - information about any person who does not have legal access to the child.
- Staff members are constantly vigilant of the children in their care, notifying other staff when leaving the room with one or a group of children for any reason. Children are counted during registration and throughout the session.
- Upon discovery of a missing child, all exits will be checked and around the building inside and out. Parents will be notified calmly explaining what has happened. Police will be contacted. The remaining children will be supervised and kept within Ofsted-ratio guidelines, ensuring their safety at all times.
- A written report will be made gathering evidence from all persons concerned. Ofsted will be informed, telephone number 0300 1231231.

Date policy adopted / reviewed 16 June 2016

Minor amendments made **November 2018**

Signed on behalf of the management committee \_\_\_\_\_

Name and position of signatory Denise Smith

Policy review date April 2019

**I have read and understood the policy:**

**Signature**

**Print Name:**

**Date:**



# Policies and Procedures

## Section 13
