



Lost Child Policy & Procedure

Frenchay Pre-School maintains the safety of all children at all times and all safety measures are implemented in order to ensure that children are cared for in a safe and secure environment.

The Pre-School is required to have a policy for what to do if a child was lost. **This by no means reflects that this is likely or expected to occur.**

In order to ensure safety:

Parents must:

- Ensure their child is placed in the main hall.
- Remember that the staff are not responsible for the care of the children until the session begins.
- Arrive promptly to collect children at the end of each session.
- Have responsibility for their child once officially returned at the end of each session.

Staff will:

- Ensure that all doors and gates remain closed during pre-school sessions.
- Ensure that the alarm on the exterior door is activated at the beginning of each session.
- Ensure that if children are in the outside play area a member of staff is always present.
- Deliver children back to the nominated

collector at the end of each session.

- Operate using the correct adult: child ratio at all times.
- Follow the correct procedure when taking the children to the outside areas.

The following steps should be taken immediately if a child is discovered to be lost:

- All available staff will be utilised to help locate the child promptly.
- An immediate search of the inside area, including the toilets, kitchen and back hall area will be undertaken.
- A search of the upstairs area will be undertaken.
- The police will be contacted.
- The child's parents will be contacted.
- All the other children will be cared for in a calm and normal manner in order to prevent any anxiety for the children.

Once the child is found the following steps will be taken:

- A staff de-brief session will be held to learn from the event and to ensure that a safety review is undertaken.
- An incident form will be completed.
- The Manager will be notified.
- OFSTED will be informed.

Written by:	Claire Frost
This policy was adopted by the pre-school on:	25 th Feb 2014
Signed off by the Deputy Manager of Frenchay Pre-School	Gemma Hughes
Next Review Date	November 2022
Links to EYFS	Safeguarding and promoting children's welfare