



Lost Child Policy

Policy Statement:

The children's safety is maintained as the highest priority at all times both on and off the premises. Every attempt will be made through carrying out the outings procedure and security procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, the procedure will be as follows:

- As soon as the child is noticed as missing, the key person will alert the managers.
- Management will carry out a thorough search of the building and school grounds.
- The register will be checked to make sure no other child has gone astray.
- Doors and gates will be checked to see if there has been a breach of security whereby a child could have wandered out.
- If the child is not found, the parent will be contacted and the missing child is reported to the police
- The manager will talk to staff to find out when and where the child was last seen and will record this information.
- Management will inform the Director immediately.

Measures to minimise the risk:

- Children will be signed in as they arrive and out on collection.
- Gates and doors leading off the premises will be secured and unable to be opened by children.
- During drop off and collection time, parents will be reminded to ensure doors and gates are closed securely behind them and no tail-gating.

Managing people:

Missing child incidents are worrying for all concerned, managers will try and keep everyone as calm as possible, parents will be fraught and angry which will be dealt with sensitively and appropriately. The other children will also be sensitive to what's going on around them. The remaining staff caring for them will focus on their needs and will not discuss the incident in front of them.

