

Lost Child Procedure

If a child does go missing from Braunston Preschool CIO the whole team must be aware of the following procedure and what to do in such an event.

- All staff are aware of this procedure and what to do in the event of a lost child.
- In the event of a lost child, all members of staff will be informed and any available staff members will aid in the search for the child.
- The search will begin in the settings grounds and if the child is not found it will extend to the surrounding area.
- If the child is not found during the first search, then the police and child's parents must be contacted.
- A second search will need to take place and the guidance of the police followed.
- Any staff that are left in charge of the other children will continue the day as normal, this helps to protect the children as they will be aware of what is going on.
- After the second search all relevant parties will then meet to discuss what to do next.
- Then, the manager will await further instructions from the police.
- If the child is not found within the setting, then the preschool will follow the local authority and police procedures.
- Any incidents must be recorded containing the relevant information around what happened, which child was lost, when did we notice the child was missing, when were the police contacted and how did the child get out?
- Ofsted will be contacted and informed of all incidents that occur within the setting.
- The management will provide support to the parents, child and any staff if they need any therapy or counselling after the stress of this experience.
- At the end of this, a risk assessment will be done to see how the child managed to escape and ensure that this never happens again. If the child managed to escape due to a staff deployment or a staff member not fulfilling their role, then disciplinary action will be taken.