

Lost Child Procedure

Statement of intent

We (The Management) employ safety measures to ensure that children are prevented from becoming lost whilst in our care but in the event that a child did become lost whilst on-site or on an outing we have put in place these procedures to ensure that every effort is made to find the child as quickly as possible.

Aims

Our aim is to act swiftly in identifying where the child may have gone and to use all available personnel and resources to find the child without compromising the safety of the other children. Once the incident had been dealt with appropriately, the incident would be reviewed by all staff to find ways to prevent it happening again.

Method

If a child is lost during a pre-school session these procedures will be followed:

On site:

1. Staff will identify when and where the child was last seen.
2. Adults will check surrounding areas
3. Staff will not unduly alarm other children and will offer comfort as necessary

Offsite:

1. The leader responsible for the activity will have every child's personal details i.e. health and contact information, a first aid kit, and an accessible working mobile telephone
2. Staff and other adults will identify when and where the child was last seen.
3. As many adults as possible will search for the missing child without compromising the adult to child ratios or unduly alarming the other children.

In either case:

After no more than 20 minutes if the child cannot be found the leader will notify the parent/carer and the police.

After the incident has been dealt with or (if offsite) soon after returning back to site:

1. Pre-school leader will notify Ofsted
2. Pre-school leader will record the incident
3. Verbal accounts will be taken from relevant staff/adult members
4. Pre-school leader will write up an account of events
5. Review of the incident will take place with all staff present
6. Pre-school leader will notify the Chair of the preschool committee.

Version	Changes made	Author	Date
1.0	Baseline version	Lyn D	12 th Oct 2015
1.0	No Changes made	Lyn D	21stMay 2016
1.1	Statement added to ensure the Chair of the preschool committee is informed of the incident	Lyn D	13 th April 2017
1.1	Reviewed, no changes made	Lyn	17thOct 2019
1.1	Reviewed, no changes made	Lyn	1 st April 2022
1.1	Reviewed, no changes made	Lyn	22 nd Feb 2024
1.1	Reviewed, no changes made	Lyn	22 nd Nov 2025