

Woodland Grange Pre School

Lost/Missing Child Procedure

All practitioners at Woodland Grange Pre School have the highest regard for the safety of the children in our care. The nursery team will always be extremely aware of the potential for children to go missing during sessions. If for any reason a member of staff cannot account for a child's whereabouts during a session at the setting, the following procedure will be activated:

Woodland Grange Pre-School has many procedures to prevent a child becoming lost. These are listed below:

- Security Coded Doors are fitted to Main Entrances of the Day Nursery.
- Garden Gates are secured when the children are in the garden or when entrance door is open.
- Sign out sheets and Registers are kept up to date at all times.
- A member of Staff is always in the Entrance Room when Children are present.
- Staff will only open the Entrance door to known persons.
- Appropriate steps are taken to ensure that the premises and surrounding site is secure.
- It is the responsibility of every member of staff to be aware of how many children are present and a quick head count takes place at intervals during each session.
- Key workers of new children always take extra care to be aware of their whereabouts and ensure they know the boundaries of where they can and cannot go. Parents are advised of our security procedures and will be given opportunity to discuss any concerns, particularly if their child has an adventurous nature.
- Parents are made aware of the need of supervision of children at all times especially of their responsibility to ensure their child's arrival and departure is noted by a member of staff.
- A member of staff will always be at the end of the line to ensure no children are left outside.

Procedure – in the unlikely event of a child becoming lost

Every care is taken to ensure our children are accounted for at all times. However, In the unlikely event of a child becoming lost, the following step-by-step procedure has been agreed by staff:

- The most senior member of staff at the time will call all the children to the carpet to take an immediate roll call of all children.
- The remaining staff will search the Pre-school classroom and garden area.
- The second most senior member of staff will go directly to the office and the Head teacher, if during term time to inform them of a missing child. This member of staff, along with the office staff and the Head teacher will conduct a search of the grounds. Out of term time the second most senior member of staff will start searching immediately.
- If we are fully staffed the most senior member of staff will send 1 or 2 other members of the Pre-School team to search the grounds, alongside office staff and the Head teacher. There must be at least one member of staff left with the remainder of the children and one of these members of staff must be the most senior person.
- If after 10 minutes of thorough searching the child is still missing, the person in charge will inform the police and then the child's parent/carer.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other staff members will maintain as normal a routine as is possible for the rest of the children attending the setting.
- The person in charge will be responsible for meeting the police and the missing child's parent/carer. The person in charge will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers. Once the situation has been resolved an internal investigation will take place to examine how it occurred and to put immediate measures in place to ensure it does not happen again.