

LOST OR MISSING CHILD POLICY

There are four fire exits – the front door which is manned at the beginning and end of each session to ensure that a child does not leave the Pre-school without an authorised adult and is secured with a handle lock during the session; one in the main hall which is alarmed and leads to a fenced in side area; one in the kitchen which is alarmed and the middle room door leading out to an enclosed and secure garden. There is always one member of staff in the hall at all times to ensure that no child is able to leave the premises unnoticed. There are always staff on duty in the garden while children are playing there.

At the beginning of each session, the parent/carer is required to register their child and also advise the name of the person collecting their child at the end of the Pre-school session. During the morning/afternoon session this register is checked at 9.30 a.m./1.15 pm, to ensure that all children are present, and then again at refreshment time at around 11.00 a.m./2.30 p.m. A lunchtime register is taken for children staying for lunch.

Should a child be absent who is listed on the register, the Pre-school Manager will instruct members of staff to carry out a thorough search of the premises:-

1. toilets
2. middle room
3. kitchen
4. garden
5. cupboards
6. car park

Whilst this search is being carried out, another member of staff will gather information on the last sighting of the child so that detailed information can be passed to the appropriate authorities should this be required.

If staff members fail to find the missing child, the parents/carers will be informed and with their permission, the Police informed.

Following an incident a full evaluation would be undertaken and a report given to Ofsted.

The staff and committee wish to reassure parents that risk assessments of the building and of children's safety are regularly maintained to ensure that the Pre-school continues to keep children safe.

This Policy was agreed and adopted at a Committee Meeting held on	
Signed	For and on behalf of Marlow Bottom Pre-school CIO

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