

LOST OR MISSING CHILD POLICY

Main exits.

- The front door 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. The door is locked and key is out of reach of children. It also secured with a handle lock during each session.
- Side door from the main hall leads to a fenced in side area.
- Fire door in the kitchen which is alarmed and leads to the fenced in side area.
- 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 staff on duty in the garden while children are playing there.

Registration.

At the start of each session, each child is recorded on arrival on the signing in sheet and the register is marked and head count is confirmed.

During the morning/afternoon session the number of children is checked to confirm all are present. A head count is taken when the children are called in for group time from the garden.

A lunchtime register is taken for children staying for lunch.

If the head count is incorrect, staff will ascertain which child is missing. A thorough search of the premises will be carried out quickly and calmly.

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