



Lost Child Policy

The care of all children is paramount and adequate supervision is always maintained, both in and out of the setting; however, should a child become lost whilst in our care we will follow the procedure set out below:

- We will call for the child and make a thorough search of the immediate area.
- We will raise the alarm to all around us, and enlist the help of others to look for the child.
- If it is a secure area such as a shop, we will quickly alert the security staff so they can seal off exit and monitor the situation on any CCTV.
- We will alert the emergency services and provide a full description of the child.
- We will make sure the parents/carers of the missing child are aware of the situation.
- We will reassure the other children in our care, and contact their parents/carers to collect them.
- We will stay as long as possible, following the advice of the emergency services.
- We will record the incident appropriately, and inform Ofsted and our insurance company.
- Our risk assessment will be reviewed and amended as appropriate.

Parents/carers will be informed of any incident where their child is lost, regardless of whether it was necessary to contact emergency services. Any incident will be recorded, risk assessment reviewed and amended as required.

If you have any concerns we will be happy to meet and discuss them with you.

Signed: _____

Date: _____

Review Date: _____

Shaw Village Pre School

Holy Trinity Church, Shaw Village Centre, Ramleaze Drive, Shaw, Swindon, SN5 5PY

Telephone Number: 07488297871 Email: : shawvillagepreschool@googlemail.com

Ofsted Registration Number: 2574436