



Kingsdown Pre-school procedure for if a child goes missing

Although this should never happen it is acknowledged that it is possible for a child to leave the premises unaccompanied.

The following actions are in place to reduce this risk:

- The main door to the hall is shut during the session and is only opened when adults are in attendance.
- The door to the pre-school room and the fire exit are alarmed and are checked at least on a daily basis to ensure the alarm is working.
- There are two gates to the outdoor area both of which have bolts on and these are on the other sides of the gates
- All children are counted on returning inside from outside play

A register of the children is taken first thing in the morning and amended to show arrivals and departures throughout the day. The numbers are also displayed clearly on a board that is visible to all staff in the room. A visitor's book is used to note visitors as they arrive and leave the premises.

As soon as it is noted that a child is not in the main pre-school room all adults on the premises will be made aware and a member of staff will check the toilets, storage cupboard and kitchen to ensure that the child is not hiding in any of these places. If the child cannot be found after this search a member of staff will immediately go into the playground area (taking a mobile with them) to search for the child. If the child still cannot be found this member of staff will notify pre-school staff. Ratio permitting they will begin to walk, taking the most direct route, to the child's home using the Google map to be found with this policy.

If after searching the outside area the child still cannot be found the parents and police will be contacted. It is accepted that the parents will be keen to help search for the child but they will be advised to ensure that someone stays at home in case the child is making their way there.

At all times the wellbeing and safety of the other children will not be compromised.

An investigation into the incident will take place as soon as the missing child is found.

The incident will be reported to Ofsted

Child Lost during an Outing

On an outing high adult to child ratios are always employed. Staff are assigned a small group of children each (often their key person group) Staff will ensure they can see the children in their group and the children are instructed they should make sure they can see their assigned member of staff. Regular registrations and head counting will

be employed. Risk assessments as to the suitability of a venue will be undertaken prior to the outing.

Should it be found that a child cannot be located on an outing, staff will check the local vicinity and establish the child's last known whereabouts. The nearest information service will be informed. We will contact the police and parents/carer.

This policy was reviewed on 7 April 2022 and will be reviewed annually or sooner if required

Signed on behalf of the pre-school A Bridges
Chairperson of Kingsdown Pre-school Committee