

**Maids Moreton Pre-School**

**Extended Care Services**

**Lost Child Policy**

**Lost Child**

**Policy Statement**

At Maids Moreton Pre-school Extended Services a child’s safety is maintained as the highest priority at all times both on and off the premises. In the unlikely event of a child going missing, the lost child procedure is followed.

**Procedures**

A lost child is defined as a child who has not arrived at the service or one who has arrived and been registered but has since gone missing.

As soon as it has been noticed that a child has gone missing the manager will endeavour to find out where the child was last seen. Staff will carry out a thorough search of the premises whilst ensuring that the safety of the other children is maintained. This may involve contacting other pre-school staff on site to help with the search/supervision of other children.

If the child isn’t found the parent or carers will be contacted and alerted to the situation, as well as the Extended Services Manager. With the parents agreement the police will be called and the child will be reported as missing.

The search will continue until advised by the police to stop and depending on staff ratio.

If the parents or carers can’t be contacted the manager will contact the emergency number on the registration form.

If they can’t be contacted the police will be called straight away and the child will be reported missing.

The Extended Services Manager will carry out a full investigation into the incident.

They will write a full report and conduct a full risk assessment, implementing any changes required.

The incident will be reported under RIDDOR arrangements.

**OFSTED will be informed of the incident in writing and the outcomes of the report.**