



Policies

LOST CHILD POLICY

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the "Preschool"

The safety of our children is our highest priority both on and off the premises. Every attempt is made through our procedures to ensure the safety of children is maintained at all times.

In the unlikely event of a child going missing / suspected of being missing, the preschool will adopt the following policy:

- The Preschool Manager (or most senior member of staff in charge) will organise the children so that a register may be taken to establish which (if any) child is missing.
- If it is established that a child is missing, the Preschool Manager (or most senior member of staff in charge) will organise the staff to search the rooms in Hatch Warren Community Centre/Kempshott Preschool and the immediate external boundaries.
- Should the missing child not be found within these areas the Preschool Manager will contact the child's parents, the Police and Ofsted immediately.
- In the event of any child going missing and being found within the Hatch Warren Community Centre/Kempshott Preschool and immediate external boundaries then the parents will be informed when they collect the child, by the Preschool Manager (or most senior member of staff in charge).
- After any such event a review of security must be carried out by the Chairperson of the Management Committee in conjunction with the Preschool Manager.

It is natural that the child's parents will be frightened, distressed and angry. Other parents will be rightly concerned for the safety of their own children. The Preschool management and staff will also be shocked and upset by any incident of this nature occurring. All emotions and reactions must be dealt with in a caring and understanding way. However, until the situation has been fully investigated by all parties all staff must refer any parent and media enquiries to the Preschool Manager and or Chairperson of the Management Committee.

This policy was adopted at a meeting of the preschool Committee held on

Signed on behalf of the preschool _____