



LOST CHILD POLICY

Woodpeckers Pre-school takes the safety and security of children in our care extremely seriously. All necessary steps are taken to ensure that children have a safe and secure environment to play in.

However, if a child appears to be lost, the following steps will be followed -

1. The manager will make enquires with all present members of staff as to when the child was last seen and where.
2. To remember the safety of the other children with regards to supervision and security, the Supervisor will co-ordinate and supervise all the other children in the quiet room (by watching a DVD!).
3. When all the other children have been co-ordinated in the quiet room, the Deputy Supervisor will leave the Woodpeckers premises and check the roads to the left, taking a mobile phone.
4. Practitioner one, will leave the premises and check road to right, and then down the path leading to the field, taking a mobile phone.
5. Practitioner two will check the premises outside and indoors for child. If the child has not been found, he/she will take over the supervision of the other children from Supervisor.
6. If the child has not been found within 5 minutes, the Supervisor will telephone the Parents and Police to inform them of the situation.
7. The Deputy Supervisor, and Practitioner one, will continue to search the surrounding areas.
8. The Supervisor will also contact the Chair of the Pre-school, and Committee members to come into the Pre-school to support the staff with the care of the other children. A decision at this point will be made as to whether to contact all parents, and close the Pre-school.

In the event of a child being lost in the afternoon, the following procedure would be followed:

1. The Supervisor will make enquires to relevant members of staff as to when the child was last seen and where.
2. To remember the safety of the other children, with regards to supervision and security, the Supervisor will co-ordinate all the other children in the quiet room.



3. When all the other children have been co-ordinated in the quiet room, the Deputy Supervisor will leave the Woodpeckers premises and check the roads both left and right, and path leading down towards the school.
4. If the child has not been found within 5 minutes, the Supervisor will telephone the Parents and Police to inform them of the situation.
5. The Deputy Supervisor will continue to search the surrounds areas.
6. The Supervisor will also contact the Chair of the Pre-school, and Committee members to come into the Pre-school to support the staff with the care of the other children. A decision at this point will be made as to whether to contact all parents, and close the Pre-school.

When the situation has been resolved, members of staff should review the reasons for it happening, and ensure measures are taken to ensure that it does not happen again. The incident should be reported to Ofsted and recorded in our Incident Book.

In order for staff to be confident in their roles, a Lost Child Rota is displayed around the Pre-school.

This policy was adopted on 1st September 2009, and will be reviewed annually.

Signed
Chelsea Groome, Chairperson

Trustee of Woodpeckers Preschool CIO