



Lost Child Policy

Colerne Preschool Ltd

Aims

As childcare providers, we have a duty to protect children and to keep them safe from harm. At all times, the welfare of the child is paramount (see our Safeguarding Children Policy).

This policy relates to the following EYFS requirements:

- Safeguarding and welfare requirement 3.63 (page 36) 'providers must ensure that children do not leave the premises unsupervised'.
- Safeguarding and welfare requirement 3.65 (page 37) 'providers must ensure they take all reasonable steps to ensure staff and children in their care are not exposed to risks'. Risk assessment should identify aspects of the environment that need to be checked on a regular basis and how the risk will be removed or minimised'.
- Safeguarding and welfare requirement 3.78 (page 40) 'All registered early years providers must notify Ofsted of any significant event which is likely to affect the suitability of the early years provider or any person who cares for, or is in regular contact with, children on the premises to look after children'.
- In the unlikely event that a child goes missing within/from preschool the following procedure will be implemented immediately.

Procedure

All staff present will be informed and an immediate and thorough search of the preschool will be made. This will be followed by a search of the surrounding area, ensuring that all other children remain supervised throughout.

- A staff member will notify the Manager(s)/Designated Safeguarding Lead (DSL), whilst other staff continue searching.
- The Manager(s)/DSL will carry out a second search of the area.
- If the child has still not been accounted for after 10 minutes, the Manager(s)/DSL will contact the police.
- The Manager(s)/DSL will also contact the parents/carers of the missing child.
- During this period, staff will be continuously searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children.
- The Manager(s)/DSL will meet the police and parents/carers.
- The Manager(s)/DSL will then await instructions from the police.
- If the incident occurs near the end of the session, the Manager(s) or DSL will notify parents/carers who have come to collect their children of the situation, so as to allay parental fears, rumour and to enable them to comfort their children who may be scared and upset.

A separate Risk Assessment will be carried out for trips outside the preschool setting and this will include the procedure to follow if a child goes missing during the trip, and the time elapsed before the Police are called.

Any incidents must be recorded in writing and the following bodies informed:

- DSL in setting to inform Ofsted of serious incident occurring (lost child).
- DSL in setting to inform Public Liability Insurer of serious incident occurring (lost child).
- DSL in setting to inform Designated officer for Allegations (formerly LADO) of serious incident occurring (lost child).
- DSL in setting to investigate how serious incident occurred and take steps to minimise future occurrence.

Cross-reference:

Please also refer to:

Health and Safety Policy and the Safeguarding Children Policy.

This policy was adopted in July 2021 by Colerne Preschool Limited