



Lost Child Policy

Every effort is made to ensure the safety of all children in the care of Little Ducklings Pre-School. In the unlikely event of a child going missing the following action will be taken:

- The Pre-School Manager will ensure that all the children are sufficiently supervised and secure, engaged in a whole group activity such as singing or a story. The Pre-School Manager will count and name checks all the children present against the register.
- One or two members of staff will search the building thoroughly, including all the toilets, cupboards and rooms not normally accessed by any children, as well as all the doors to the outside of the building.
- The staff will then check the immediate vicinity of the Pre-School.
- If the child cannot be found within 10 minutes the Pre-School Manager will inform:
 1. the parents/carers of the child
 2. the police and/or any other appropriate emergency service
 3. the Chairperson of the Committee
 4. OFSTED.
- Staff will continue to search, opening up the area, keeping in touch with the Pre-School by mobile phone if available.

When the situation has been resolved members of staff should review the reasons for it happening and ensure measures are taken in order to avoid it happening again.

Signed on behalf of Little Ducklings Pre-School: _____

Position: _____