

Missing/Lost

Children

Whilst it is extremely unlikely that a child will go missing from Pre-school, should this happen, the following procedure will be followed:

- The Manager or senior member of staff present will be alerted. They will make enquiries of other members of staff to find out where and when the child was last seen.
- An immediate search of the premises will take place inside and out.
- Ensuring that other children are adequately supervised, one or two members of staff should search the immediate area outside Pre-school.
- If the child is not found within 10 minutes then police and parents should be contacted in that order.
- During this time, available staff should continue to search the surrounding area, widening the search over time. Mobile phones should be used to keep in touch with the staff remaining in the nursery if possible. In this situation, permission to use personal mobile phones is given automatically
- When the child has been found staff should meet as soon as possible to re-do the relevant risk assessment.
- Ofsted will be informed as soon as reasonably practicable, but not later than 14 days after the event has occurred.

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Georgie Porgy's Pre-school Ltd