**LOST CHILD FROM PRE-SCHOOL PREMISES POLICY**

**Should a child become lost from the pre-school the following action should be taken:**

* All staff must remain calm
* The lead practitioner will take control and ask staff when and where the   
  child was last seen.
* The safety, supervision and security of the remaining children will be maintained.
* While ensuring that the remaining children are supervised and secure,  
  one or (preferably) two members of staff will search for the child inside and   
  outside, paying particular attention to boxes, tents, the toilet area, garden sheds,   
  cupboards and any other possible hiding places.
* If the child has not been found after the premises have been thoroughly checked, the police and parents will be informed.
* The search will continue, extending the area if possible. Staff will keep in contact via mobile phone.  
  One member of staff will ensure checks made inside have been thorough.

When the situation has been resolved Mrs Matthews and the staff will   
 review the reasons why it happened and ensure measures are taken to ensure   
 that it does not happen again. EARLY YEARS & OFSTED will be advised of the situation.

**Signed on behalf of the pre-school**

**Reviewed and amended: 26.1.23**

Review Date: January ‘24