

# ST JOHN'S SUNSHINE PRE-SCHOOL

## LOST CHILD POLICY

If a child goes missing whilst under the care of St. John's Sunshine Pre School then the Manager or Deputy must carry out the following;

- Instigate a search of the immediate vicinity, including toilets, cupboards, shed and outside areas.
- Contact the Police as soon as the immediate vicinity has been searched.
- Contact parents of the missing child to inform them of the situation.
- Contact the Chair of the Committee (and the Manager if not at the setting to inform them of the situation).
- Extend the search to the wider community, for example church and churchyard.
- Ensure that all children are still being cared for with correct ratios.

Once the child has been found at any point during the search the following will need to be carried out by the Manager or Deputy.

The following procedure will then occur;

- Ensure all staff onsite have written a full report of what happened prior to leaving the setting. (This can be amended later if something new is remembered)
- Review Security procedures and make amendments to this if required.
- Contact Ofsted to inform them of the incident that occurred and how the incident was dealt with and details of any changes to our security procedures to prevent the incident happening again.

The Manager will inform all parents in writing of the events and the outcome of any changes that may have been put into place to ensure that they feel confident that their child is kept safe within the setting.