

## Lost Child Policy

### Statement of intent

Here at Haylands Primary School and Puddleducks Pre-School we are committed to children in our care being safe at all times. Regular opportunities are taken to remind the children about our expectations that they remain safely within the buildings and grounds close to a responsible adult. We also expect parents to reinforce this message at home.

In the event that a child is found to be missing at pre-school or school the following agreed procedures will be put in place.

### Aim

In the event that a child is missing a thorough search will take place immediately by two responsible adults. We will ensure that the remaining children are being supervised adequately. The following procedures will then take place.

### EYFS key themes and commitments

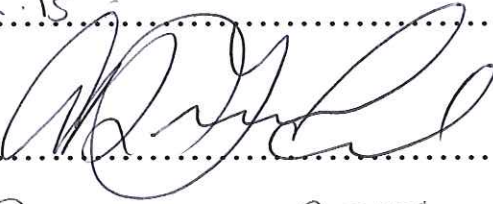
A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping Safe 1.4 Health and well-being	2.2 Parents as partners	3.3 The Learning Environment 3.4 The Wider Context	

### Procedures

- Children and adults will be questioned to ascertain when the missing child was seen last and where.
- The signing out books will be checked to see if the child has been collected by a parent/carer.
- A thorough search of the pre-school and school premises will then take place.
- In the case of pre-school a search of school will then take place.
- For children missing from school a search of pre-school premises will take place.

- If the child is still missing the school grounds will be thoroughly searched.
- The immediate outside location i.e. pathway to car park, fields, pavement outside school, Bettsworth Road and surrounding areas will be searched.
- Parents of the missing child and the Police will then be telephoned. The search will continue until the Police arrive.

A record of the incident will be made by the Headteacher or Pre-school-Supervisor and kept on the premises.

<b>Manager of Pre-school .</b>	
Signed.....	R. Miller
Date.....	16.12.15
<b>Governing Body</b>	
Signed.....	
Date.....	16 <sup>th</sup> DECEMBER 2015
<b>Next Review Date October 2016</b>	