

LOST CHILD POLICY

Statement of Intent

We intend to follow this procedure in the unlikely event of a child being lost.

Aim

To have in place procedures to ensure no children are lost.

Method

Should a child become lost or missing, the following action will be taken:

- The member of staff in charge will be alerted who will investigate as to when the child was last seen and where.
- Two members of staff will search the premises, buildings or area in the immediate vicinity, ensuring remaining children have adequate supervision and security.
- If the child cannot be found immediately, the police and parents will be informed by the Supervisor.
- Staff will continue to search, increasing the search area and keeping in touch by mobile so that a two way means of communication can be maintained.
- When the situation is resolved, the Supervisor will investigate the incident and report to the Committee and Ofsted.

This policy was adopted at a meeting of the Playgroup held on 26th February 2007.

Reviewed 12th November 2009

Signed on behalf of the Playgroup Committee