**Neatishead And Barton Preschool**

**Lost Children**

Should a child become lost the following action should be taken:

* Make a note of the time
* Make enquiries of all staff as to when the child was last seen and where.
* Ensuring that the remaining children are sufficiently supervised and secure, staff members should search the building, garden and immediate vicinity.
* If the child cannot be found within 5 minutes then the Police and the parents will be informed.
* Continue to search and keeping in touch with mobile phones.
* The manager contacts the chair of the committee and reports the incident.
* All timings will be kept and recorded of the action taken and by whom.

When the situation has been resolved the manager or chair of the committee will carry out a full investigation, taking statements from all staff.

An incident report should be written detailing:

* Which staff members and children were present
* When and where the child was last seen
* What steps were taken when since the chid went missing
* The estimated time that the child went missing
* A conclusion is drawn as to how the breach of security happened

All staff members should co-operate fully in any investigations.

The incident needs to be reported under RIDDOR arrangements; the Health and Safety Executive may need to investigate and will decide if there is a case for prosecution.

Members of staff should review the reasons for it happening and ensure measures are taken to ensure that it does not happen again.

Ofsted will be informed after the situation has resolved. Tel: 0300 123 1231.

Staff must not discuss the incident with the press without taking advice.

Signed on behalf of the Committee

Name of Signatory

Role of Signatory

Date

Date to be reviewed

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