

HANHAM TODDLERS PRE-SCHOOL

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1.0 Policy

1.1 The Pre-School aim to provide an environment in which all children remain in visual contact with adult supervision at all times.

2.0 Scope

2.1 This procedure is applicable to the Hanham Methodist Church Premises and defines the process to be followed in the event that a child, or children are unaccounted for, when in the Pre-School's care.

3.0 Referenced Documents

P2-5 Child Collection
P2-6 Outings

4.0 Definitions

The Pre-School: Hanham Toddlers Pre-School

Board of Trustees: the body that has the overall responsibility for the day-to-day running of the Pre-School, comprising the Trustees, including the Pre-School Manager(s).

Approved	Print Name	S Rouch	Position:	Manager
	Signature	Signed copy held in Master Procedure Manual	Date:	23 February 2023
Authorised for Issue	Print Name	K Ricketts	Position:	Chair
	Signature	Signed copy held in Master Procedure Manual	Date:	9 February 2023
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5.0 Procedure

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5.2 Introduction

5.2.1 It is considered that there are only a limited number of situations presenting a risk of where a child, or children could become unaccounted for:

- as a result of 'wandering off', whilst on a Pre-School outing (also refer to Outings procedure, reference P2-6).
- by escaping from the Pre-School facilities – buildings or gardens
- taken from the Pre-School's care by an unauthorised person (also refer to Child Collection procedure, reference P2-5).

5.3 Limiting Risk

5.3.1 To protect against a child, or children, escaping from the Pre-School's facilities the outer door of the Pre-School building shall be locked at all times other than when children are either arriving or leaving a session.

5.3.2 A member of staff shall remain on duty at the door for the duration of children arriving or leaving, when it remains unlocked.

5.3.3 As the child arrives at the Pre-School they shall be identified as present against the class register by the Group Leader. The total number of children present in each class for that session shall also be recorded in each register. If it is necessary for a child to be collected prior to the end of the session, the Group Leader shall adjust the register total when the child is collected.

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<p>5.3.4 When a child leaves a session, either at normal finishing time, or part way through, this shall also be recorded in the register by the Group Leader.</p> <p>5.4 <u>Unaccounted for Child or Children</u></p> <p>5.4.1 In the event that a child or children become unaccounted for, the Group Leader shall alert the Manager. The Manager shall appoint a member of staff to guard the carpark entrance to ensure that no children can leave the premises. An additional member of staff shall be identified to assist in making a thorough search of the premises.</p> <p>5.5 <u>Initial Search</u></p> <p>5.5.1 Initially, each Group Leader shall be requested to complete a head count of the children in their class. If the missing child, or children are located they shall be given reassurance and caring support and returned to their class</p> <p>5.6 <u>Broader Search</u></p> <p>5.6.1 Throughout the duration of the incident the supervision of the remaining children shall be paramount, ensuring continued safety and security</p> <p>5.6.2 In the event that the child, or children are not located, or are considered to be outside, the search shall be extended to include the:</p> <ul style="list-style-type: none"> • garden • outside play area • car park • immediate vicinity <p>5.6.3 At the same time the Group Leader shall begin to compile a description of the child or children, using Part 1 of the Missing Child Form, (Form F2). A separate form shall be completed for each child in the event that more than one is involved. The information gathered shall include:</p> <ul style="list-style-type: none"> • the child's or children's name(s) • the time when last seen • the location where they were last seen • a description of the child <ul style="list-style-type: none"> • hair colour • hair style • what they were wearing (types of garment and colours) • any other information considered relevant <p>5.6.4 If the child, or children are located they shall be given reassurance and caring support and consideration made to returning them to their class.</p>			
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<p>5.6.5 The Manager shall telephone the Parent/Carer to inform them of events, offering them the opportunity to collect their child early - especially if the child is distressed.</p> <p>5.6.6 Part 2 of the Missing Child Form shall be completed stating:</p> <ul style="list-style-type: none"> • the time that the child was located • where the child was located • the time when contact was made with the Parent/Carer • the name of the Parent/Carer contacted • the Parent/Carer's action regarding early collection <p>The completed form shall be retained by the Manager.</p> <p>5.6.7 An Incident Report, (Form F3), shall be completed. This shall be presented to the Parent/Carer to read and sign, when they arrive to collect the child.</p> <p>The completed form shall also be retained by the Manager.</p> <p>5.7 <u>Extended Search</u></p> <p>5.7.1 In the event that the child, or children are not located as a result of the initial searches, identified in 5.4.1 and 5.5.2, the search shall be extended to include the streets adjacent to the Pre-School premises.</p> <p>5.7.2 If the child, or children are located follow the procedure defined in 5.6.4 and 5.6.5.</p> <p>5.7.3 After 10 minutes from the time that the search was first instigated, or the conclusion of the searches identified in 5.5.1, 5.6.2 and 5.7.1, the child or children have still not been located, the Manager shall telephone the Police (999) with the information collected as described in 5.6.3.</p> <p>5.7.4 Once the Police have been informed, the Manager shall try to contact the child or children's Parent(s)/Carer(s), to inform them of the situation and the action taken. The Parent(s)/Carer(s) shall be requested to attend the Pre-School following their normal route, suggesting that it may be preferable that they walk, as the child may be walking home.</p> <p>5.7.5 The Manager shall also contact a member of the Board of Trustees to inform them of the incident.</p> <p>5.8 <u>Investigation</u></p> <p>5.8.1 As soon as possible following the incident a full staff meeting shall be called, including a representative from the Board of Trustees, to determine the cause and corrective actions necessary to prevent recurrence of such an incident in the future.</p>			
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5.8.2 Ofsted shall be informed of the incident within 14 days of it occurring.

Ofsted contact details:

Telephone: 0 300 123 1231

5.8.3 An extraordinary meeting of the Board of Trustees shall be called within 14 days of the incident, where a full report of the incident shall be presented by the Manager, containing the notes, conclusions and recommendations of the staff meeting.

6.0 Amendment Record

Issue 1:

First issue

Issue 2:

Section 4 - re-word Definitions to reflect the introduction of the Board of Trustees

Signature Block - update names of Manager and Chair

Paragraph 5.3.1 - remove reference to session times and locked door times

Paragraph 5.3.2 - clarification of when the door is attended

Paragraph 5.3.4 - remove paragraph and re-number paragraphs throughout the remainder of the Section

Paragraph 5.7.5 - replace Management Team with Board of Trustees

Paragraph 5.8.1 - replace Management Team with Board of Trustees

Paragraph 5.8.3 - replace Management Team with Board of Trustees