

Severn Beach Preschool Procedure for missing children

Staff at Severn Beach Preschool will take every possible measure to ensure the safety of the children in their care.

- Staff will follow the Safety Policy and Practice
- Staff will follow the Arrival and Departure Procedure

In the event of a child going missing whilst in the care of preschool the following procedure will be followed.

1. Missing child to be reported immediately to the manager in charge.
2. The immediate area to be searched by appropriate adults.
3. Remaining children to be kept calm and supervised by appropriate adults.
4. The school will be notified and asked to join in the search to cover the school premises, inside and out.
5. The manager in charge will notify Police if the child is not found after the immediate area has been searched.
6. The manager in charge will notify the missing child's parent/carer.
7. Once the child has been found the manager in charge will document the incident, inform Ofsted and review the risk assessment to address any issues that led to the child becoming lost.