

Hind Leys Pre-School & Natural Play Centre

Policy on Losing a Child

If a child goes missing during a Hind Leys Pre-School session, Hind Leys Pre-School will apply the following procedure:

- 1) Ensure that all children continue to be supervised appropriately while a search for the child concerned is carried out.
- 2) Organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Request all those searching report back within a short time, dependant on the size of the area being searched and the child's age and level of development.
- 3) If the child cannot be found after a good search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child.
- 4) Make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by the police.
- 5) Report the concern to the police if the search is unsuccessful and no later than 30 minutes after the initial missing person report if the search is ongoing.
- 6) Follow police guidance if further action is recommended and maintain close contact with the police.
- 7) Report the incident to the designated safeguarding officer.
- 8) Ensure that you inform all adults involved including the parents, searchers and police if at any stage the child is located.