



## **LOST CHILD/MISSING CHILD POLICY**

All exits from the premises are locked in a way which makes it impossible for the children to leave unobserved/ unattended, whilst allowing rapid exit for the whole group in the case of an emergency.

Prominent notices should alert any visitors to the needs to keep the doors and gate closed and the reason for this.

In the event of a child going missing on the premises – all children will be rounded up and sat in the book corner while a member of staff takes the register to establish who is missing. Without alarming the children, ask the children themselves whether they have seen the child who is missing. (this can sometimes be a useful source of information. All the other adults will be alerted of the situation, and establish who was last to see the child, when and where and what they were doing. Two members will stay with the children all other members will make an immediate systematic search of the premises, both indoors and out.



If a child is located during this initial search, we will assess the child for injuries and how and why they went missing. A risk assessment will then be carried out.

If the child is not located immediately we will contact the police using 999 and have their child's contact details to hand.

They will want to know:

- Where we are – Little Gems Montessori Pre-School, Betts Way, Long Ditton, Surrey, KT6 5HT
- The child's next of kin
- A detailed description of the child, including age, sex, working down from the head to toe as much clothing description as possible
- The circumstances of the incident, including anything that may have triggered the disappearance, how long they have been missing, where they were last seen.





- Who is looking for the child, where they are, do they have a mobile with them, and what is their number
- The incident will be documented in real time, including any conversations and advice from the police.
- The parent/carer will also be contacted, calling until contact is made and warn them that the child may be attempting to get home. If they are out at work, the alternative number to call in emergencies will be used. If the child lives within walking distance of the school, once an adult will make the journey on foot in order to catch up or intercept the child if possible.
- In the event of the police being involved, Ofsted will be informed of the incident, and its outcome in writing. A full risk assessment will be carried out to make sure this doesn't happen again.

