Hemingford Grey Playgroup
Policy: Lost Child

January 2015

Introduction

Children's safety is our highest priority, both on and off the premises. Every attempt is made to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our lost child procedure is followed.

Procedures

In the event of a child being lost, at least two staff members will stay in Playgroup with the remainder of the children, while the other staff search the school grounds and immediate surroundings. If this leaves insufficient adult supervision in playgroup, the school will be asked to provide emergency cover in the first instance. Failing that, playgroup staff will cover with reduced staffing until a member of the Playgroup Committee or other staff member arrives.

If a child is lost during an outing from Playgroup, two adults (one being a member of staff) will be assigned to the search while the remaining adults take the other children to a secure area. During an outing there will be enough adults to allow two to be allocated to the search without compromising the remaining adult/child ratio (it will not fall below 1:3).

Every effort will be made to contact and inform the child's parent/carer as soon as possible after it becomes evident that the child is lost.

As appropriate, the police will be informed and given full details of the incident and every possible assistance. Ofsted will be informed of the situation, as will the local Social Care Team and the Early Years Foundation Stage Advisor and the Playgroup Chairperson. A full written report of the incident will be made. This will be incorporated in the Playgroup Risk Assessment and policy changes made wherever appropriate.

This policy was adopted at a meeting of Hemingford Grey Playgroup Committee, held on 27th April 2010, and reviewed at a meeting held on 14th December 2011 and 13th January 2015.

Signed by the chairperson on behalf of the Committee:

……………………………………………………………………….. (Chairperson's name – block capitals)

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………………………………………….. (Date)