**LOST CHILD POLICY**

In the event of a child becoming lost while in the care of the preschool, the preschool will put in to practice the following procedures. These ensure that a systematic approach to fiend the child is taken and consideration is given to the levels of risk to the child.

Purpose

In the event that a child is lost, we will ensure a search is made for the child as soon as possible, parent and authorities are notified at the appropriate stage and a high level of care is maintained to other children at the preschool while procedures are followed.

Procedures

* We will check the sign-in sheet to confirm that the child came to school that day. A quick search of all rooms, cupboards and all areas in the preschool will take place.
* The administrator will send a member of the staff to make an initial search for the child. The search will start with a staff member going to the road outside the school to check. He/she will then check the grounds around the school and check any parked cars and other visual obstructions. Next a search of other parts of the internal school will be made, before reporting back to the administrator. This will be done quickly as possible.
* While the initial search is made, the administrator will make inquiries of all adults at the preschool to establish the last sighing , and time, clothes that the child was wearing, and mental state of the child (happy, upset etc,)
* The administrator will then telephone the police and report the situation and follow their advice.
* The administrator will telephone the parent or guardian and report the situation. The administrator will ask the parent to come to the preschool, by using the normal route that the child would take and preferably by walking. The administrator will then send a different member of the staff to make a search of the area, and continue the search until instructed otherwise.
* When the parent arrives at the school, and the child is still lost, we will ask the parent to return home and wait, in case the child has managed to make their way home.
* Telephone lines should remain as free as possible so that messages are not delayed.
* The school activities for the remaining children will continue as normal and staff involved in the search will give the children proper attention.

LOST CHILD ON OUTINGS PROCEDURES

We attempt to minimize the opportunity of lost children by ensuring they are properly supervised by a parent, guardian or staff member. Each child without a parent or guardian on the outing will have a staff member allotted to mind them, and the staff member will be allocated a maximum of 2 children.