



Lost Child Policy

Every effort is made to ensure the safety of your child whilst using Pavilion Preschool. This policy sets out our procedure for maintaining safety and dealing with the unlikely event of a child going missing.

In the event of a child feared missing:

- Alert all members of staff to the situation. Remember the safety of the other children, with regard to supervision and safety.
- One member of staff should search the building, grounds and immediate vicinity calling the child's name while searching.
- The register should be checked to ensure no other child has also gone astray
- Doors and gates should be checked to see if there has been a breach of security where a child could wander out.

In the event of a child confirmed missing:

- If the child cannot be found, the police will be called and parents/carers will be informed and the above repeated.
- In conjunction with the above happening, the other members of the staff will take the children inside for registration and to keep them in a group.
- Continue to search; widening the area
- When the situation has been resolved, members of staff should investigate the reasons for it happening.
- A full report will be written.
- Ofsted will be notified

This policy was updated in March 2025

This policy will be reviewed annually or on a need to do basis.

Signed by the Preschool Committee:

Signed by the Preschool Manager: