



St Johns Village Hall, Upper Street
Kingsdown, Kent CT14 8BJ
01304 379727
kingsdownpreschool@gmail.com

Kingsdown Pre-school policy for when a child goes missing

Although this should never happen it is acknowledged that it is possible for a child to leave the premises unaccompanied. To try to avoid this happening the main door to the hall is shut during the session and is only opened when adults are in attendance. The door to the pre-school room and the fire exit in the toilets are alarmed and are checked on a daily basis to ensure the alarm is working.

A register of the children is taken first thing in the morning and amended to show arrivals and departures throughout the day. A visitor's book is used to note visitors as they arrive and leave the premises.

As soon as it is noted that a child is not in the main pre-school room all adults on the premises will be made aware and a member of staff will check the toilets, storage cupboard and kitchen to ensure that the child is not hiding in any of these places. If the child cannot be found after this search a member of staff will immediately go into the playground area (taking a mobile with them) to search for the child. If the child still cannot be found this, member of staff will notify pre-school staff and begin to walk, taking the most direct route, to the child's home using the Google map to be found with this policy. While this is happening another member of staff will check the fire exit in the toilet to ensure the child has not exited there.

If after searching the outside areas the child still cannot be found the parents and police will be contacted. It is accepted that the parents will be keen to help search for the child but they will be advised to ensure that someone stays at home in case the child is making their way there.

At all times the wellbeing and safety of the other children will not be compromised.

Chairperson: Amy Bridges
Secretary: Sarah Fish
Treasurer: Gemma Green

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An investigation into the incident will take place as soon as the missing child is found.

The incident will be reported to Ofsted who will carry out their own investigation.

Child Lost on an Outing

On an outing high adult to child ratios are always employed. Staff are assigned a small group of children each (often their key person group) Staff will ensure they can see the children in their group and the children are instructed they should make sure they can see their assigned member of staff. Regular registrations and head counting will be employed. Risk assessments as to the suitability of a venue will be undertaken prior to the outing.

Should it be found that a child cannot be located on an outing, staff will check the local vicinity and establish the child's last known whereabouts. The nearest information service will be informed. We will contact the police and parents/carer.

This policy was adopted by the pre-school on...29-06-2020

Signed on behalf of the pre-school
Amy Bridges- chairperson of Kingsdown Preschool

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