

Rainbow Early Years

Lost Child Procedure/Policy

Statement of Intent

In the unlikely event that a child goes missing whilst in the care of Rainbow Early Years (REY) the staff will put into practice an agreed procedure. This will ensure that the child is found as quickly as possible with as little stress to the remaining children as possible.

Aims

In the event that a child goes missing whilst in the care of REY the staff will follow our agreed procedure to find the child as soon as possible.

Method

REY will care for all children using the highest possible standards, in the unlikely event of a child going missing whilst in our care the following steps will be taken:

Inside the REY building

- One staff member to look outside the immediate vicinity of the building whilst the other staff member(s) search the inside of the building whilst maintaining the care of the remaining children.
- If the child has not been located the staff member searching outside will extend their search to include the entire School grounds. This will include informing the School Office to see if the child had inadvertently entered a classroom.
- If the child has still not been located then the Early Years Manager or Deputy will inform the Police.
- The Manager or Assistant Manager will also inform the parents of the child telling them what has happened and what measures have been taken to locate their child.

Outside the REY mobile, but within the School grounds.

During normal opening hours, it is common practice to take a small group of children out of the Preschool for a short while. If during this time the staff members notice a child has gone missing they will follow this procedure:

- The staff member(s) will return to the group's building with the remaining children. Once inside they will immediately retake the register to confirm that a child is missing, and continue the care of the children inside.
- One staff member will remain outside to look for the child in the immediate vicinity of play.
- If the child has not been located the staff member searching outside will extend their search to include the entire School grounds. This will include informing the School Office to see if the child had inadvertently entered a classroom.
- If the child has still not been located then the Manager or Assistant Manager will inform the Police.
- The Manager or Assistant Manager will also inform the parents of the child telling them what has happened and what measures have been taken to locate their child.

On trips away from REY

At various times of the year the children attending REY are invited to go on different trips or visits. If a child should go missing on a trip or visit the following procedure applies:

- Once it has been discovered that a child is missing all adults and children will be asked to return to an agreed point, such as the bus, and a register taken.
- If it is confirmed that a child is missing then a staff member will search the immediate vicinity. The remaining staff members and adults will stay with the other children ensuring their care.
- If the child has not been located the staff member searching will extend their search to include the entire grounds. This will include informing the staff of the place being visited.
- If the child has still not been located then the Manager or Assistant Manager will inform the Police.
- The Manager or Assistant Manager will also inform the parents of the child telling them what has happened and what measures have been taken to locate their child if they are not on the visit as well.
- The same methods apply to Forest School activities that take place at REY. The setting will use a Mobile phone to ensure the Forest School Leader has contact with the office if required.

Every care is taken with the children in our care and it is hoped that these procedures will never have to be put into place. If they do the staff members will always act in a manor that will not distress the remaining children and ensure their continued care.

This individual policy forms part of a larger policy document and should be read alongside our other individual policies.

Date adopted for Rainbow Early Years: January 2005

Date of last review: Feb 2017 & August 2017 by the Manager.
Review: 14-8-18, 30-8-19, 4-8-20

Date of next review: Annually