



## Marsh Gibbon Pre-School Lost Child Procedure

In the event that a child is lost the following procedure will be followed:

- Two members of staff will be appointed to immediately search the premises/local vicinity.
- All the other Pre-School children will be kept together.
- If the child is not found when the local search has been completed the police will be called in the first instance, then immediately afterwards the child's parent. The Chairman will be informed.
- The Leader of the session plus one other member of staff will stay at the Village Hall as a point of contact until agreement is made otherwise with the police or parent.
- A full investigation will then be carried out to identify the reason/cause for the incident and if necessary disciplinary action may be taken if individuals are found accountable.
- A review of policies, procedures and the settings set up will take place to ensure that such an event is prevented from happening again.

Any such event will be classed as a "significant event", therefore Ofsted will be informed about the incident.

[UNCRC Article Links:](#)

[Article 1,2,3 and 4.](#)

[Articles can be read at the front of this Policy and Procedure folder.](#)