

# **The Old School House Lost Child Policy and Procedure**

**Policy rewritten: July 2018**

IF A CHILD IS LOST / GOES MISSING A FULL SEARCH WILL BE UNDERTAKEN IMMEDIATELY - ALL OTHER CHILDREN WILL BE PROTECTED AND SUPERVISED AT ALL TIMES WHILST SEARCH IS TAKING PLACE.

IF CHILD IS NOT FOUND WITHIN 5 MINUTES, POLICE AND PARENTS WILL BE NOTIFIED.

IF A CHILD HAS BEEN MISSED / LOST THEN FOUND DURING THE TIME THEY SPEND AT THIS SETTING - PARENTS AND FAMILY WILL BE INFORMED.

A FULL REPORT WILL BE MADE TO CHILDREN'S PARENTS AND OFSTED ABOUT ANY MISSING CHILD INCIDENT ON THE DAY OF THE INCIDENT.

KENT COUNTY COUNCIL L.A.D.O. (LOCAL AUTHORITY DISTRICT OFFICER) WILL ALSO BE IMMEDIATELY NOTIFIED

ANY INSTRUCTIONS / ADVICE GIVEN BY OFSTED OR KENT WILL BE IMMEDIATELY ACTED UPON.

IT IS THE RESPONSIBILITY OF ALL ADULTS INCLUDING PARENTS AND STAFF TO ENSURE THAT GATES REMAIN CLOSED AND LOCKED WHEN NOT IN USE.

IT IS THE RESPONSIBILITY OF ALL STAFF AT TOSH TO ENSURE THAT BOUNDARIES / GATES / FENCES ARE SECURE BEFORE THEY TAKE CHILDREN INTO OUTDOOR AREAS.

IT IS THE RESPONSIBILITY OF ALL STAFF AT TOSH TO BE AWARE OF DOORS AND EXIT OPPORTUNITIES ALL TIMES - ESPECIALLY IMPORTANT TO ENSURE THAT THE MIDDLE DOOR INTO THE FRONT LOBBY IS CLOSED AFTER ENTRANCE AND EXIT.

ACCURATE REGISTERS WILL BE KEPT, DETAILING ALL CHILDREN ATTENDING. CHILDREN WILL BE MARKED IN WHEN THEY ARRIVE AND OUT WHEN THEY LEAVE THE BUILDING.

REGULAR AND ACCURATE "HEAD COUNTS" WILL TAKE PLACE THROUGHOUT THE DAY, BUT PARTICULARLY WHEN EXTERNAL DOORS ARE CLOSED AFTER PLAY / FREE FLOW OPPORTUNITIES.

KEY PERSONS WILL BE AWARE OF THEIR KEY GROUPS AT ALL TIMES AND KNOW WHERE THEY ARE.