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**Lost Child Policy**

**Introduction**

We at Bell Day Pre-school take every possible step to ensure the safety and security of our children. We regularly review all our safety procedures and members of staff are trained to be vigilant in the use of strategies to keep the children safe, any safety issues are dealt with as and when they arise.

**Aim and Objectives**

**To maintain the children’s safety**

* We have all doors and gates securely locked with high handles.
* During the time spent in the play area adequate staff/child ratios are maintained.
* In a non-threatening way (we do not wish to frighten them), through play and activities we will educate the children themselves to keep safe and to keep within the boundaries set.

**Off-site visits**

* We keep to the correct ratios of children/staff with a Level 3 qualified practitioner at all times.
* We will have completed the appropriate risk assessments.
* We will nominate a member of staff to carry the Register of children present and relevant forms and emergency contact numbers.
* A member of staff will be responsible for the mobile phone.
* The relevant permission forms will be obtained before the outing.
* All members of staff will be trained first aiders and would be responsible for all the children’s personal needs.

**In the event of a child being lost the action to be taken**

* Look around quickly and ask the other children if they have seen the child.
* We will telephone the office and ask for extra help to look after the remaining children and search for the lost child.
* Retrace your steps, searching thoroughly.
* If, after searching for 3 to 5 minutes, the child is not found the police and parents will be informed.
* Continue searching until the police arrive whilst maintain safety for remaining children.
* One of the managers will contact our Local Authority Social Care Department and inform Ofsted and the Essex Support Hub.

**Monitoring and Review**

We are aware of the need to review all safety policies regularly and to take action as and when necessary.

September 2019 Reviewed: 21st February 2020 Reviewed: 03/08/20 Signed: G. Owers