



### Missing Child/Children

Baildon Village Pre-School have safety measures in place to prevent a child leaving the setting unattended. In the unlikely event of a child or children getting lost then the following procedures will be adhered to;

As soon as the child is noticed to be missing the key person or staff member alerts the setting leader.

The setting leader will conduct a thorough search of the building and outside area.

A member of staff will ensure all the other children are safe and secure by completing the session register.

Call out to the child or children in a calm tone.

If the child or children are not found on the premises then a wider search will be put in to operation.

If the child or children are not located within 15 minutes of them initially being noticed as missing the person in charge will contact both the police and parents to make them aware of the situation.

Staff must remain calm and ensure the other children do not become anxious.

If the child or children are lost on an outing the same procedures will be followed but using a public address system or lost child area if appropriate.

Before any outings are done a risk assessment is made to ensure the utmost safety of everyone involved.