



## Lost Child Policy

The care of your child is paramount at the Tithe Barn Preschool and we will always try to ensure that they remain safe. However, sometimes children become 'lost' in busy places and therefore, as a responsible childcare provider, we have written a procedure that will be followed.

### In the unlikely event of this happening:

- We will immediately raise the alarm to all around us that we have lost a child, and enlist the help of everyone to look for them;
- If it is a secure area, such as a supermarket, we will quickly alert the security staff so they can seal off exits and monitor the situation on any CCTV;
- We will provide everyone involved in the search with a description of the child;
- We will reassure other children with us, as they may become distressed;
- We will then alert the police and provide a full description;
- We will then alert the parents of the situation.

### We take precautions to avoid situations like this happening by implementing the following measures:

- We ensure that children hold hands and have a ratio of 1:4;
- We avoid going to places that are overcrowded;
- On outings, the children will wear highly visible jackets so they are easily spotted;
- The staff will wear a turquoise uniform and High Vis Jackets so children can easily identify us;
- We teach the children the dangers about wandering off and talking to strangers;
- We will teach the children who is deemed 'safe' to go to if they are lost, for example, police, staff members, security guard;
- We will give the children clear boundaries of where they are/aren't allowed to go.

Written September 2016

Reviewed annually

Signed:  