



PRE-SCHOOL

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LOST CHILD PROCEDURE

At Toddleswood the safety of the children in our care is paramount and all possible precautions are taken to ensure that we do not lose any child in our care.

During Toddles sessions all classroom entrances and garden exits are secured or locked to prevent children from opening them.

Both written and online registers of all children and staff present are kept during each session and during lunchtimes. Head counts are done at regular intervals during each session.

During any outings necessary risk assessments will be carried out in accordance with our Outings Procedure.

In the very unlikely event of a child going missing, all staff will be informed appropriately and a thorough search of the premises and surrounding areas will be carried out. A member of staff will calmly ask the other children if they knew where the missing child was. A member of staff will reassure the other children and organise an activity to distract them from the situation. When every single possible place has been searched and the staff are certain that the child is missing the police will be informed. The child's parents/carers will also be informed, unless the police instruct us otherwise.

The Session Manager will be responsible for gathering all the relevant information and liaising with the relevant personnel.

The Session Manager is also responsible for informing the Executive Manager and any other relevant officials.