



## Lost Children Policy

Statutory Guidance (DfE 2024) states: 3.8.2 Providers must share the following information with parents and/or carers:

Details of the provider's policies and procedures – making copies available on request. This includes the procedure to be followed in the event of a parent/carer failing to collect a child at the appointed time, or in the event of a child going missing at, or away from the setting.

Bottesford Bunnies Limited takes all possible precautions to ensure the safety of children in their care. At pre-school we ensure we have the correct adult to child ratios as documented in the statutory guidance for the Early Years Foundation Stage Framework (DfE 2024) both in our inside and outside areas, and as such the educators are deployed where the children are.

However, there may be occasions when a child is more at risk.

1. They may wander away whilst on an outing (would be always risk assessed beforehand)
2. They may run off, or hide in the garden/outside area or inside Pre-School (Please note, the main gate is always locked when the children are outside, along with the wooden gate being shut and bolted, we check around the Pre-School before the children are allowed out and that the children are always counted when returning from outside play i.e. when all the children are back indoors, to ensure all have been accounted for, before the gate is re-opened). The number of children is double checked by either the Manager or one of the Deputy Managers and the educator walks around the building to double check all children are inside before the gate is unlocked.

In the event a child is found lost/ missing, the following actions will be followed:

- The first person to discover a child missing should alert the Director/ Manager/ a Deputy Manager.
- The Director/Manager/ a Deputy Manager will establish when and where the child was last seen.
- The Director/Manager/ a Deputy Manager and 1 other educator (dependant on how many staff in setting) will then conduct a search for the child, whilst

ensuring all other children are supervised in a large group by the remaining educators, who will also re-count the remaining children and take the register using a tablet (or paper form) to verify that a child is missing.

- If the child has not been located, the child's parent/carer will be contacted.
- We advise that the police will then be contacted.
- Once the situation is resolved, the Manager/Director will be responsible for investigating why the incident occurred and ensure measures are taken to prevent re-occurrence. The Manager/Director will complete an incident log detailing what has occurred, ensuring all parties sign this as a true and accurate record of accounts. The incident log will also state the actions to be taken. If an educator(s) are found to be at fault, they will be disciplined in line with the employee handbook.
- The Manager/Director will then be responsible for providing an explanation to the child's parent/carer following the investigation.
- Ofsted will be notified in accordance with the EYFS statutory framework 2024.

References to other relevant policies – Safeguarding Children  
Visits & Outings Policy  
Health & Safety Policy  
Complaints

This policy is in line with the Early Years Foundation Stage (EYFS) (DfE 2021) and Every Child Matters- 'Staying Safe'

Reviewed 31<sup>st</sup> October 2010

Reviewed 22<sup>nd</sup> February 2012

Reviewed 24<sup>th</sup> April 2013

Reviewed by .....

Reviewed 11<sup>th</sup> September 2013 at Staff Meeting (see minutes)

Reviewed and amended: December 2014 (By Owner, Manager and Practitioners)

Next review: December 2015

Reviewed and Updated: 11<sup>th</sup> February 2016 at Staff Meeting (see minutes)

Next Review Date: February 2017

Reviewed and Updated 30<sup>th</sup> November 2016 at staff meeting (see minutes)

Next Review Date November 2017

Reviewed and updated: October 2017 by Owner, Manager, Deputy and Practitioners

Next Review date: October 2018

Reviewed and updated: September 2018 by Owner, Manager, Deputy and Practitioners

Next review date September 2019

Updated January 2020 by Owner, shared at team meeting January 28<sup>th</sup>, 2020.

Next review date January 2021

Reviewed and updated at staff meeting June 17<sup>th</sup> 2021, by Director, Managers and practitioners

Next review date June 2022

Reviewed and updated at staff meeting June 14<sup>th</sup>, 2022, by Director, Manager, Deputies and practitioners

Next review date June 2023

Reviewed and updated at staff meeting May 10<sup>th</sup>, 2023, by Director, Manager, Deputies and educators.

New review date. May 2024

Reviewed and updated at staff meeting June 6<sup>th</sup>, 2024, by Director, Manager, Deputies and educators.

Next review date. June 2025.