



## **Mayville High School Early Years Foundation Stage Lost Child Policy**

The safety of children at Mayville is paramount. The following safety measures have been put in place to ensure the safety of children in the centre.

- Secure 2m high boundary fencing.
- Door entry system.
- Adherence to adult/child ratios.
- All children are signed in on arrival.

If a child did appear to be missing during or at the end of a session we would follow this procedure:

- The supervisor will keep the other children occupied quietly in the main room and check the register
- Two staff members will check the setting. They will check that the main door is securely locked, the toilets, the kitchen, all cupboards and any other place where a child may hide, calling the child's name at all times
- If the child was not inside the building, the staff would then look outside in the playground, checking that the lock on the gate was securely locked
- If the child is not found, then the manager would inform the headteacher, parents, other named contacts on the registration form and the local police

The following details will be established

Date;

Class;

When was the child last seen?

Where was child last seen?

By whom?

At what time was child last seen?

At what time was it noticed that the child was missing?

Has register been checked?

**Action.**

REMAIN CALM! Panic achieves nothing

Inform Senior Member of Staff and Headteacher.

Utilise as many staff as possible.

**Instigate search of local area**

If a thorough search of the local area proves to be fruitless, the Headteacher will inform the police and parents and advise on next steps to be taken.

Throughout the procedure ensure remaining children are cared for and kept safe and undisturbed.

Dispatch a member of staff to check under the stairs in Pre-Prep Area and to raise the alarm with staff upstairs in order for the area to be searched.

Dispatch a further member of staff to check playgrounds, Ecclesiastical and L.O.Halls and to raise the alarm with kitchen staff.

If a thorough search of the immediate area proves fruitless the Headteacher will inform the police and parents and advise on next steps to be taken.

Throughout the procedure ensure that the remaining children are cared for and kept safe and undisturbed.

**A Prismall April 2015**

Reviewed April 2016

Reviewed April 2017

Reviewed April 2018

Reviewed April 2019