**Lost or Left Child Policy and**

**Procedure**

In the event of a child missing on the premises, the following immediate action will be taken.

We will sound the tambourine and ask all children to go on the carpet area in the small play room. An additional register will be taken. The daily register will be checked to ensure that the child has not been collected early for whatever reason.

The Manager/Deputy Manager will delegate and co-ordinate the following procedure:-

* One member of staff will check that all doors are secure to establish that the child could not have left the building.
* One member of staff will check all interior rooms including toilets, office, kitchen area and cupboards.
* Another member of staff will check the outdoor garden and play areas.
* The Manager will check by telephone all adults (staff & parents) who have recently left the premises.
* The Manager will notify Maiden Erlegh Chiltern Edge Reception (01189 721500) that we have a child missing in the area.

If the child is still missing once all the above steps have been taken, the police (0118 9536000) and parents (numbers held on file) will be immediately informed.

In the event of a child missing on an outing, around the premises or in public, the following immediate action will be taken.

We will gather all children to a quiet and safe place. A register will be taken.

The Manager/Deputy Manager will delegate and co-ordinate the following procedure:-

* One member of staff will check the immediate vicinity where the child was last seen.
* The Manager will notify Maiden Erlegh Chiltern Edge Reception (01189 721500), if around the premises on the field, that we have a child missing in the area.
* The Manager will telephone the police (0118 9536000 or 999) to report the incident of a missing child.
* The Manager will telephone the parents of the child.

The rest of the children will be escorted by the rest of the staff, back to our premises and the Manager and one other member of staff to stay where the child was last seen and await instruction from the police.

This policy was adopted by Kingfisher Kindergarten Ltd

On 22nd January 2019

Date to be reviewed Annually

Signed on behalf of the provider La-Ryne Baker

Role of signatory Owner