



LOST CHILD POLICY

- Inform the Person in Charge.
- The Person in Charge gathers all the children and staff together and marks those children present against the register.
- The Person in Charge and staff member (if staffing permits) will undertake an area search, eg the venue itself and the immediate area outside the building: if it is during the school day, also advise the school office.
- Should the child not be located, then the Person in Charge will contact the police and the parents/carers of the child.
- A report should be written up as soon as possible after the event. The incident should be recorded in the incident book and reported to Ofsted.
- A meeting will be held after the event to put procedures in place to ensure there is no re-occurrence.

This policy was adopted at a meeting of Kidstime held on.....(date)

Signed in behalf of Kidstime @ St Josephs School.....

Reviewed by..... Date.....