



Lost Child

The care and safety of all children in Conker Club must always be paramount. Our setting must comply with all safety procedures and make it very difficult for any child to leave the premises without the knowledge of staff and unescorted.

If a child should appear to be missing or lost during or at the end of the session, the procedure below must be followed:-

The person in charge (Conker Club Manager/ Deputy Manager) at the time must be informed, who will organise the search and direct the tasks to be carried out.

The main door and other exit doors from school will first be checked.

All children will be assembled in the hall, quietly seated on the floor, while the attendance register is re-checked.

Other staff will systematically check the Library, Classrooms, Toilets and any other areas or places in which a child could hide.

The child's name will continually be called throughout the search.

All exits will be securely closed before checking rest of the school, if the child is not found in the school, the staff will check outside in the playground.

If the child is still not found, report back to the person in charge.

The person in charge will inform the parents and/or other persons named as emergency contacts on the registration record. The school will be informed. The Police and Social Services must also be promptly informed.