Sticky Fingers Pre-School

Abbas and Templecombe Church School,
School Lane, Templecombe, Somerset, BA8 0HP.
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Registered Charity no. 1029754 / www.stickyfingerspreschool.org

16 - In The Event A Child Is Lost Policy

Statement of Intent

Children's safety is maintained as the highest priority at all times, both on and off (when on outings / walks etc) the premises. In the unlikely event that a child is lost during the pre-school session, we would put into practice our procedures for this situation.

Procedure:

- All children are accounted for during the day and their arrival and departure times are recorded in the register, in addition staff make regular headcounts.
- As soon as it is noticed that a child is missing, the key person/staff alerts the pre-school Manager or their Deputy (if Manager is absent)
- The pre-school Manager will search the surroundings of the pre-school and will inform Abbas and Templecombe Church School, as we are located on their site.
- The register is checked to make sure no other child has also gone astray.
- Contact the appropriate emergency services.
- Contact the parent(s)/carer(s), and if unable to contact, then we would ring the emergency contact number(s) as stated on the enrolment form.
- During this situation all other children would be kept safely indoors.
- The Manager or Deputy would take responsibility for dealing with the situation and all services involved.
- Ofsted would be contacted.
- All reports of the incident would be made available to the parent/carer.

Communicating the policy to staff, parents and carers

- Staff will be given a copy of the policy during their Workplace Induction
- Information for parents and carers will be provided in the prospectus. Also parents are asked to provide a clear, recent photograph of their child to support this procedure upon registration.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.4 The wider context.	

This policy was adopted by	Sticky Fingers Pre-School
On	6th October 2026
Date to be reviewed	October 2027
Signed by Chairperson	
Name of Chairperson	Ashley Panton