



## **Colyton Caterpillars Early Education**

### **Early Years Prevention of loss of children and action to take in case of loss Policy**

This policy was agreed by trustees/staff:	
Date of last review:	December 2023
Date of next review:	July 2024
Reviewed by:	K.Clode

In order to prevent the loss of a child within the care of the pre-school, each child will be checked in on arrival at the main entrance and staff sign the children in and out. The doors will be closed after each child enters and the parents will be expected to ring the bell to gain admission to the building. This record is checked along with the register at the end of each session. A visitor's book is positioned at the entrance, this is checked daily.

In the event that a child becomes lost, the staff will first check the child ratio and begin a thorough search of the premises, ensuring a minimum of four members of staff to stay with the remaining children. If the child is not found the Manager or deputies will then telephone the Police, followed by the parents concerned and then the Chair of the Committee. If there are sufficient staff members available a certain number of staff will be allowed outside of the premises to widen the search.