At the Children’s Workshop we are committed to promoting children’s safety and welfare. Staff members are deployed and the building is used in such a way as to minimise the chance of children removing themselves from the main group without being noticed, whilst allowing them a free choice of activities. In this way staff can be made immediately aware of a child needing help or support, and react accordingly.

- Children are welcomed into the setting by a two members of staff, one of whom marks their presence in the daily ‘tick list’.
- Two members of staff remain on duty by the door throughout the opening of the pre-school and until all parents and carers have left the premises.
- The main doors are kept locked at all times when members of staff are not on duty at the entrance.
- Children's times of arrival and departure are noted on the ‘tick list’ and register, and a note is made in the diary or collection book if a child is to leave early or with another adult.
- A register of all children present is taken in both Blue and Red Groups. This is then crosschecked against the ‘tick list’ to ensure numbers match.
- Staff are deployed throughout the setting during the session, ensuring that no child is left alone for any period of time without an adult being aware of their location.
- The outdoor area is opened for free-play only after all the children have arrived.
- The outdoor areas are securely gated/fenced and the gates are locked at all times.
- The rooms in which the children play are never left unsupervised/out of vision of staff members.
- If all staff and children are outside and a child needs to come inside, a member of staff will accompany them inside.
- Visitors who are not expected are asked to telephone or write to make an appointment before visiting. Unexpected callers are not admitted unless they are visiting to view the pre-school with the intention of applying for a place.

In the unlikely event of a child going missing within/from the pre-school, we have the following procedure which will be implemented immediately:

- The member of staff alerted to the missing child will inform both the group manager and the rest of the staff team that the child is missing and a thorough search of the entire and surrounding premises will commence.
- The other children attending the pre-school will be brought together and kept calmly in a safe place whilst searches are carried out.
- The register will be called to determine which child is missing.
The Children’s Workshop

- The manager will call the police as soon as they believe the child is missing and follow police guidance. The parents/carer of the missing child will also be contacted.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue.
- During this period, available staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the pre-school.
- The manager will be responsible for meeting the police and missing child’s parent/carer. The manager will co-ordinate any actions instructed by the police, and do all they can to reassure the parents/carers.
- In the unlikely event that the child is not found the pre-school will follow the local authority and police procedure.
- Ofsted will be contacted and informed of any incidents.
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary.
- In any cases with media attention staff will not speak to any media representatives.
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

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