

KIA MENA MONTESSORI PRE-SCHOOL

**The Pavilion, Beckenham Sports Club, Foxgrove Road,
Beckenham, Kent BR3 5AS**

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Lost Child Policy

At Kia Mena, great care is taken to ensure that children are unable to leave the premises unattended. Staff are on duty on the door and gate when children are entering the pre-school and ensure that the doors and gate are securely locked at all other times.

If a child should be lost it is important for all staff to remain calm. As soon as it is noticed that a child is missing, the member of staff informs the designated safeguarding lead who initiates a search within the setting.

If the child is found on-site, the designated safeguarding lead checks on the welfare of the child and investigates the circumstances of the incident. Written statements will be taken from each member of staff and students who were working that day.

If the child is not found on site, one member of staff searches the immediate vicinity, if there is no sign of the child, the police are called immediately. The parents are then called and informed. The designated safeguarding lead will contact the following to inform them of the situation and seek assistance.

The Police
OFSTED
Bromley Early Years

This policy will be updated annually
Next update due: OCTOBER 2026