

## **Streatley Hill Pre-school**

### **Lost Child Policy/Procedure**

All staff will be vigilant at all times and do their best not to lose a child. The number of children attending a session will be counted and checked regularly.

Once we suspect a child is missing we will:

- Check register to make sure the child arrived
- Check exits of the building are not open and that any gates are locked
- One member of staff will call the police and then the parents
- Continue the search of all the building and immediate outside area

Parents and then police to be contacted as soon as the missing child is found.

Ofsted to be informed of the incident.

This policy was adopted at a meeting of Streatley Hill Pre-school

Held on (date) 28<sup>th</sup> March 2011

Signed on behalf of the pre-school