

Streatley Hill Pre-School Group

Lost Child Policy/Procedure

Once we suspect a child is missing we will:

- check register to make sure the child arrived
- check exits of the Pre-school are not open
- search all of Pre-school inc garden

One member of staff will then collect an adult from the primary school to stay in Pre-school and maintain correct ratio.

The member of staff will then check school grounds.

If unsuccessful, we will phone the parents (or other Emergency Contacts) and the police.

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

Held on (date):

Signed on behalf of the pre-school