



Lost Child Policy

- If you find that a child is missing then the following should occur:
- Inform the Person in Charge;
- The Person in Charge gathers all the staff and children together and mark those children present against the register;
- The Person in Charge and a staff member will undertake an area search,:

The Old School Rooms, Kitchen, Majors Office, 3 toilets, playground, play house and summer house, then on to - field, park, school and school playground, church and church yard and field, around the Village hall and the post office

- Should the child not be located, then the Person in Charge will contact the police and the parents/carers of the child;
- A report should be written up as soon as possible after the event and a copy sent to Ofsted with an action plan. The incident will be recorded in the Incident Book.

This policy was adopted at a meeting of Abbotsham and Alwington Pre-school

Held on (date) _____

Signed on behalf of the Pre-school _____

All policies are reread at least annually, updated if necessary, and signed at our Annual General Meeting.