



ST GEORGE'S PRE-SCHOOL HINTON ST GEORGE

Website: <http://saintgeorgespreschool.co.uk>

Lost child Policy

In the unlikely event of a child, going missing within the Pre School the following procedure will be implemented immediately.

- * All staff present will be informed and an immediate thorough search of the Pre School will be made followed by a search of the surrounding areas, ensuring that all other children remain supervised throughout.
- * If the Child is still not been accounted for the Supervisor will contact the police.
- * The Supervisor will also contact the parents of the missing child.
- * During this period, staff will be continually searching for the missing child, whilst other staff maintain normal routine as possible for the rest of the children in the Pre School.
- * The Supervisor will meet the police and the parent/carer's.
- * The Supervisor will then await instructions from the police.
- * Any incidents must be recorded in writing on an incident report form.
- * OFSTED must be contacted and informed of any incidents.

This Policy was updated and re-adopted by the committee members of St George's Pre-school on 27th April 2010

Helen Harding (Chair)

Gilly Jaffé (Secretary).....