Aldbourne Preschool

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**Policy: *Lost Child***

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| June 2018  | page1image20192June 2019  | Cleo Jerram | page1image22432page1image22752Julie Kent  |

This policy has been drawn up by the staff of the Preschool, in consultation with the Owners and parents.

The safety of children at our Pre-school is paramount at all times however, in the event of a child being lost in the grounds of the Pre-school we will follow this procedure:-

* Inform all members of staff immediately that the child is missing.
* Ensure there are sufficient staff to care for the other children. Our emergency staff cover procedure will be followed if not.
* Carry out a thorough search of the inside of the building.
* Carry out a thorough search of the grounds of the pre-school.
* Contact the school to advise the Head so that a co-ordinated search can be made of the school grounds.
* If the child cannot be found we will contact the parents and/or emergency contact and the local police.

In the event of a child being lost whilst on an outing we will follow the following procedure:-

* Immediately inform all members of staff and adults that the child is missing.
* Gather together all remaining children.
* Advise the people who run the place you are visiting that the child is missing – work with them to co-ordinate a thorough search of the area.
* If after an extensive search the child cannot be found we will inform the parents and/or emergency contact and the local police.