

ST ALBAN'S PRE SCHOOL

1.5 Lost Child Policy

If you notice that a child is missing:-

1. Search the building i.e. toilets, kitchen, cupboards – any place that a child may hide.
2. If unsuccessful, leave ONE member of staff in charge of the children in the session, who have been gathered in one room, and the other staff search the grounds surrounding Pre School and the school. Alert school by phone and ask for assistance.
3. If the child lives near school and may have tried to go home, trace their possible journey home.
4. As soon as possible, if the child is not found, the contact parent/carer of the child.
5. If the child is not with the parents and there is definitely no trace, contact the Police.

This policy was adopted by	St Albans Pre School	<i>(name of provider)</i>
On	<u>23rd June 2020</u>	<i>(date)</i>
Date to be reviewed	<u>23rd June 2021</u>	<i>(date)</i>
Signed on behalf of the provider	<u><i>Elaine Mercer</i></u>	
Name of signatory	<u>Elaine Mercer</u>	
Role of signatory (e.g. chair, director or owner)	<u>Head of Pre School</u>	