**Lost Child Policy**

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

* All staff present will be informed and an immediate and 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 has still not been accounted for the Manager will contact the police.
* The Manager 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 as normal a routine as possible for the rest of the children in the Preschool.
* The Manager will meet the police and the parent/carer.
* The Manager 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.