

*(Policy for prevention of loss of children and action policy in case of event)*

## Lost Child policy

In order to prevent the loss of a child within the care of the pre-school, each child will be checked in on arrival at the setting and parents/carers sign their children in and out. The doors will be closed after each child enters and the parent/carers will be expected to ring the bell to gain admission to the building. This record is checked along with the register in the morning and the afternoon. A visitor's book is positioned on the signing in area, this is checked daily.

In the event that a child becomes lost, the staff will first check the child ratio and begin a thorough search of the premises, ensuring there are enough staff left with the remaining children. If the child is not found the Manager or deputies will then telephone the Police, followed by the parents concerned and then the Chair of the Committee. If there are sufficient staff members available a certain number of staff will be allowed outside of the premises to widen the search.

***This policy was adopted at a meeting of the setting on (date).....***

***Signed on behalf of the setting.....***