



St James' Church Pre-School Lost Child Policy

In session

1. One member of staff to check all rooms within the building and outside, while the other members of staff will carry on with the session in a calm and appropriate manner.
2. Contact parents / carers.
3. Contact the Police. Loddon Valley Police Station 08458 505505

On Outings

1. Discover when and where the child was last seen. Supervisor to decide on the number of adults to search for the lost child, maintaining the safety of the other children in the group.
2. Contact the Management and follow their procedures.

Non - arrival

1. In the event of a child not arriving for a session, without prior notification (see absence and illness policy), the supervisor will endeavour to contact the parents/carer in order to establish the reason for the absence.

Non attendance

1. In the event of a child ceasing to attend Pre-School without explanation, the Pre-School manager would make every effort to contact the parents/carers, using all available contact information.
2. If no suitable explanation for the absence is obtained, the manager will contact the duty social worker at Community Services Department in Wokingham on 0118 944 8040.

Policy adopted by committee on 5 December 2017.

This policy was last reviewed on 29th April 2019. No changes were made.

Signed: Jackie Turton (Chair)

