**Lost Child Policy**

In the event of a child being lost while at Little Acorns Pre-school, all staff will follow the procedure set out below:-

* Make sure that the child has not gone home with an absent parent
* Children called to the registration area, register taken and children counted
* All rooms/cupboards/under tables/outside area check
* One member of staff to go outside and check surrounding area, taking a mobile phone with them
* Phone police
* Phone parent
* If a child lives in the local area, one member of staff to walk to house

**Lost child not found**

If child is not found in Pre-school, surrounding area or at child’s home, manager and/or deputy will liaise with police and parent, issuing recent photo of the child that is missing.

Parent/staff will also:-

* Give time child was noticed missing
* give description of what the child was wearing
* name
* sex of child
* age
* Approximate height and weight
* hair colour
* and any other relevant information
* if child is not found within 1 hour staff to contact other parents and school will be closed
* a full investigation will take place and notes will be taken
* OFSTED will be informed
* all information be sent to OFSTED

Lost Child Found

When the lost child has been found it will be documented. Police, Parents and OFSTED will all be given copies of the notes written. The Pre-school will look at all policies and see if they have to be amended in any way.