



Loss of a Child during a session within the Main Building

St Paul's Preschool has procedures in place to ensure that no child can leave or enter the preschool without adult supervision. The front door is double locked and the garden gates are padlocked at all times.

In the unlikely event that a child has been found to have left the building unaccompanied we would:

- Check the garden area
- Immediately send a member of staff to check areas outside preschool (taking a mobile phone with them) whilst maintaining ratios of adults in accordance with OFSTED recommendations. This member of staff would report/telephone within 10 minutes to ascertain whether the child is still unaccounted for.
- Assemble the children in a familiar circle activity and call the register.
- Consult with other adults to see whether anyone is aware of the child leaving the preschool with a parent/carer.
- A thorough check in all cupboards and toilet areas of the preschool will be made.

If the child has been found within 10 minutes OFSTED and parents would be contacted and a full written report given. The incident would be written in the incident book and reported to the Management Trustees immediately. A full risk assessment will be carried out and a written report sent off to OFSTED and our insurance company and a copy sent to parents/carer.

At St Paul's Preschool we ensure that the registration documents include parents contact numbers, work, mobile and at home. We also have their home address. We document an emergency contact number in case of not being able to contact a parent/carer. We document the child's health visitor and doctor and their contact details.

Approval by the Management Committee:	
Signed:	
Chair:	
Date:	
The next review by the Management Committee will be:	