



## Lost Child in the Setting Procedure

In the event of a child being lost from the Puddleducks premises the following procedure must be followed:

1. One member of staff to instigate a search whilst other members of staff maintain the highest staff to child ratio possible.
2. After searching for 10 minutes if the child is not found the following people will be contacted to attend the situation.
  - Police – 101; or in an emergency, dial 999
  - Parent and/or emergency contact on child's Registration Form.
  - Chair of Management Committee; or if she or he is not available the Secretary
3. As soon as possible an incident report should be completed by all involved.
4. Ofsted will be informed.

A copy of this procedure is on the Notice Board.

*This policy was adopted at a meeting of Over Puddleducks Pre-school held on*

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*Signed on behalf Over Puddleducks Pre-school*

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November 2016