

Gan Alon – Lost Child Policy

In the event of a child being lost on pre-school premises, the Manager and Deputy Manager should search the entire pre-school i.e. outside area, room, toilets and kitchen, synagogue and school.

If the child is not found relevant parties should be informed. First, the Police, then the child's family/carers, social services and Ofsted.

Staff maintain a register every morning, recording each child's arrival on the premises. This gives an accurate record of how many children are on site at any given time.

If a child becomes lost on school premises or on an outing, the following action should be taken:

- Ascertain amongst the adults supervising as to when the child was last seen and where.
- Remember the safety of the other children, with regard to supervision and security.
- One or preferably two members of staff should search the immediate vicinity.
- If the child cannot be found within 15 minutes then the relevant parties should be informed
- Continue to search, widening the area, keeping in touch with mobile phones.

When the situation has been resolved, members of staff should review the reasons for it happening and take measures to ensure that it does not happen again.

This policy was reviewed at a Gan Alon staff meeting on 28 February 2012.

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair,
Director or Owner)
